**1. What are the different margins options and do we adjust the margins of the excel worksheet?**

Top Margin, Bottom Margin Left Margin, Right Margin, Header Margin, Footer Margin.

Open the Excel worksheet you want to work with.

Go to the "Page Layout" tab on the Excel ribbon.

Click on the "Margins" button in the Page Setup group. A drop-down menu will appear.

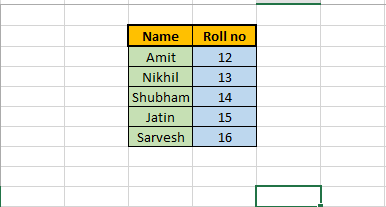
In the drop-down menu, you can choose predefined margin settings such as "Normal," "Wide," or "Narrow," or you can select "Custom Margins" at the bottom of the menu to set your own margins.

If you choose "Custom Margins," the Page Setup dialog box will open, allowing you to specify the margins manually. You can enter the margin values in inches, centimeters, or millimeters.

Adjust the desired margin values for the top, bottom, left, right, header, and footer margins.

Click the "OK" button to apply the new margins to your worksheet.

**2. Set a background for your table created.**



**3. What is freeze panes and why do we use freeze panes? Give examples.**

Freeze panes is a feature in Microsoft Excel that allows you to freeze specific rows or columns so that they remain visible on the screen while scrolling through large datasets or tables. By freezing panes, you can keep important information, such as headers or labels, constantly visible as you navigate through the rest of the worksheet.

Freeze Top Row:

When working with a large dataset, freezing the top row can be helpful to keep column headers visible while scrolling down. To freeze the top row, select the row below the header row, go to the "View" tab, click on the "Freeze Panes" button, and choose "Freeze Panes."

Freeze First Column:

If you have a table with multiple columns, freezing the first column can ensure that the leftmost column, usually containing unique identifiers or labels, remains visible while scrolling horizontally. To freeze the first column, select the column to the right of the first column, go to the "View" tab, click on the "Freeze Panes" button, and choose "Freeze Panes."

Freeze Both Rows and Columns:

In scenarios where you have a large table with both headers and labels in the first row and column, freezing both can provide constant reference points while navigating the worksheet.To freeze both rows and columns, select the cell below the row and to the right of the column you want to freeze, go to the "View" tab, click on the "Freeze Panes" button, and choose "Freeze Panes."

**4. What are the different features available within the Freeze Panes command?**

Freeze Top Row:

This option freezes the top row of the worksheet, keeping it visible while scrolling vertically through the data.

Freeze First Column:

This option freezes the leftmost column of the worksheet, ensuring it remains visible while scrolling horizontally through the data.

Freeze Panes:

This option allows you to freeze both rows and columns simultaneously. It keeps the selected row(s) and column(s) visible while scrolling both vertically and horizontally.

Freeze Panes by Selection:

This option enables you to choose a specific cell as the reference point for freezing panes. It freezes the rows above and the columns to the left of the selected cell.

Unfreeze Panes:

This option removes any existing frozen panes, restoring the ability to scroll freely through the worksheet.

**5. Explain what the different sheet options present in excel are and what they do?**

Insert Worksheet:

This option allows you to add a new worksheet to your Excel workbook. Each worksheet provides a separate tab at the bottom of the workbook window, allowing you to work with multiple sheets within the same file.

Delete Worksheet:

This option allows you to remove a selected worksheet from your Excel workbook. Be cautious when using this option as it permanently deletes the sheet and its contents.

Rename Worksheet:

This option allows you to change the name of a selected worksheet. Providing descriptive and meaningful names to your worksheets helps in better organization and identification of the sheet's content.

Move or Copy Worksheet:

This option enables you to move or create a copy of a selected worksheet within the same workbook or to another workbook. It is useful for rearranging the order of sheets or creating backups of specific sheets.

Hide Worksheet:

This option allows you to hide a selected worksheet. Hidden sheets are not visible in the workbook window but can still be accessed and unhidden. Hiding sheets can be useful for temporarily removing them from view or for preventing unauthorized changes to specific sheets.