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

**the excel worksheet?**

Excel offers four margin options: Top, Bottom, Left, and Right.

These options control the spacing between the content of the worksheet and the edges of the printed page.

Margins can be adjusted to ensure that the content fits properly on the printed page.

To adjust margins, go to the "Page Layout" tab, click on the "Margins" dropdown in the Page Setup group, and select the desired margin option.

Alternatively, you can click on the "Page Setup" dialog launcher in the Page Setup group to access more advanced margin settings.

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

To set a background for a table created in Excel:

Select the entire table or the range of cells where you want to apply the background.

Right-click and choose "Format Cells" from the context menu.

In the Format Cells dialog box, go to the "Fill" tab.

Choose the desired background colour or pattern from the options provided.

Click "OK" to apply the background to the selected cells.

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

**examples.**

Freeze Panes is a feature in Excel that allows you to lock rows and/or columns so that they remain visible while scrolling through a large dataset.

We use Freeze Panes to keep certain rows or columns, such as headers, visible at all times, even when scrolling down or across a large worksheet.

**Examples:**

Freeze the top row to keep column headers visible while scrolling through the data.

Freeze the first column to keep row labels or IDs visible while scrolling horizontally.

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

**command?**

Freeze Top Row: Keeps the top row visible while scrolling.

Freeze First Column: Keeps the leftmost column visible while scrolling.

Freeze Panes: Allows you to freeze both rows and columns simultaneously.

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

Excel offers various options for managing and organizing sheets within a workbook.

These options include:

Rename: Allows you to change the name of the current sheet.

Insert: Lets you insert new sheets before or after the current sheet.

Delete: Removes the current sheet from the workbook.

Move or Copy: Allows you to move or copy the current sheet to another location within the workbook or to a different workbook.

Protect Sheet: Enables you to protect the contents of the sheet from being modified by others.

Tab Colour: Lets you change the Colour of the sheet tab for easy identification.

Hide or Unhide: Allows you to hide or unhide sheets within the workbook for organizational purposes.