**Advance Excel Assignment 9**

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

Ans. Normal, Wide, or Narrow.

Margins are used to provide a visual border for your printed page and an area where the page can be held or bound

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

Ans. A screenshot of a computer

Description automatically generated with medium confidence

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

Ans. **Freeze Panes is** a feature of Excel that enables the users to lock the Excel rows and columns.

We use it to keep an area of a worksheet visible while you scroll to another area of the worksheet.

Data Tables: Suppose you have a large table with numerous rows and columns of data. In such cases, freezing the top row (containing the field names) and the first column (containing unique identifiers) allows you to scroll through the table while keeping track of the field names and identifiers. This makes it easier to refer to specific data points without losing context.

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

Ans. Freeze Top Row: This option is used to freeze the top row of the spreadsheet. It ensures that the top row remains visible even when scrolling vertically through the data.  
Freeze First Column: This feature allows you to freeze the first column of the spreadsheet. It keeps the leftmost column fixed in place while scrolling horizontally through the data.  
Freeze Panes: This option freezes both rows and columns simultaneously. When you select this command, all rows above and all columns to the left of the active cell will be frozen. It means that both the top row and the leftmost column will remain visible while scrolling through the data in any direction.  
Freeze Panes for Specific Rows/Columns: In addition to freezing the top row and first column, Excel allows you to freeze specific rows and columns as per your requirement. You can select a cell below the row you want to freeze or to the right of the column you want to freeze and then choose the "Freeze Panes" command. Excel will freeze all rows above or all columns to the left of the selected cell.  
Unfreeze Panes: This feature allows you to remove the frozen state from the rows and columns. It unfreezes any frozen rows or columns, allowing the entire spreadsheet to scroll freely.

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

Ans. Rename sheet, Insert sheet, Delete sheet, Move or copy sheet.

It allows us to organize vast amounts of data across multiple sheets. Every Excel workbook has at least one sheet. By default, when we create a new Excel file, it usually has three sheets, namely Sheet1, Sheet2, and Sheet3. Furthermore, we can add or delete the desired number of sheets accordingly.