

**Q1.>** What are the different margins options and do we adjust the margins of the excel worksheet?

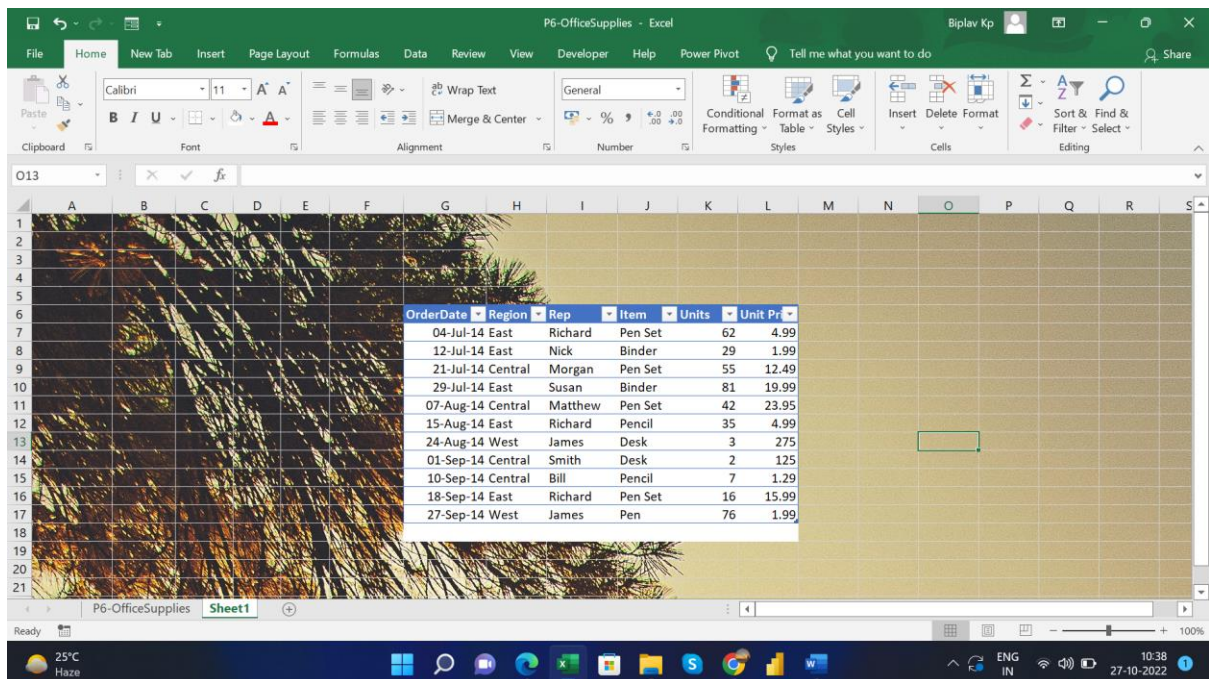
Ans.= There are 4 margin options- Custom, Normal, Wide, Narrow.

To adjust margins-

1. Click Page Layout tab in Page Setup group.
2. Click Margins button.
3. Select the margin size you want to use from the list.

**Q2.>** Set a background for your table created.

Ans.=



**Q3.>** What is freeze panes and why do we use freeze panes? Give examples.

Ans.= Freeze panes is an option by which we can lock our columns and/or rows so that when we scroll down or over to view the rest of our sheet, the column and/or row will remain on the screen.

To freeze top row, first column, or to freeze more rows we can use this option.

**Q4.>** What are the different features available within the Freeze Panes command?

Ans.= Different features available within Freeze Panes command are-

Freeze Panes- Keeps rows and columns visible while rest of worksheet scroll.

Freeze Top Row- Keeps the top row visible while scrolling through rest of worksheet.

Freeze First Column- Keeps the first column visible while scrolling through rest of worksheet.

**Q5.>** Explain what the different sheet options present in excel are and what they do?

Ans.= Different sheet options present in excel are

Ribbon Sheet Options – used for gridlines and headings

Right-Click Sheet Options – used for insert, delete, rename, move or copy.