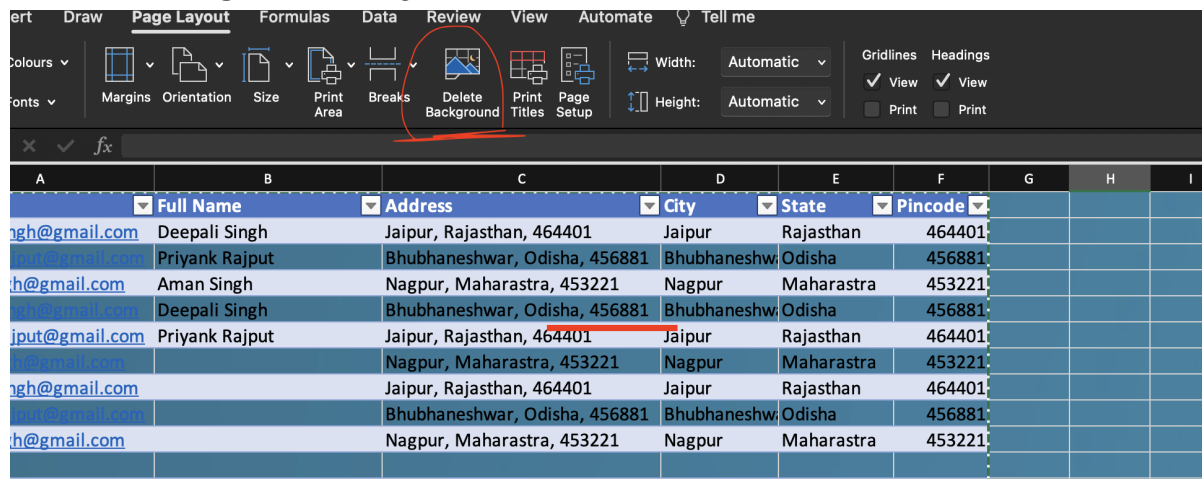


## Excel Assignment - 9

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

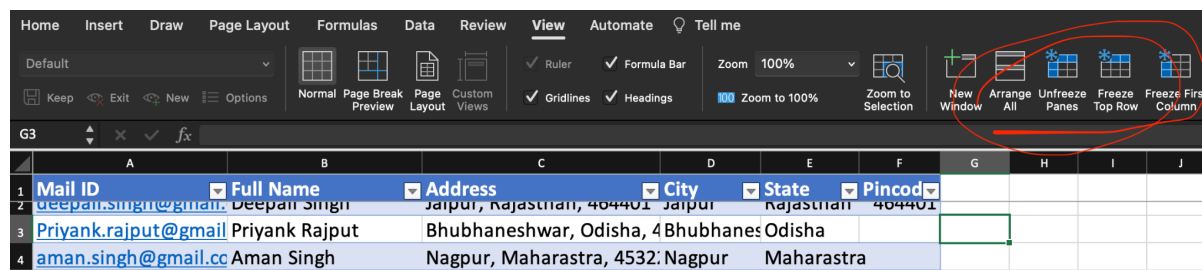
**Ans.** Margins can be set by selecting worksheet and going in **Page Layout** tab, in the **Page Setup** group, click **Margins**.

2. Set a background for your table created.



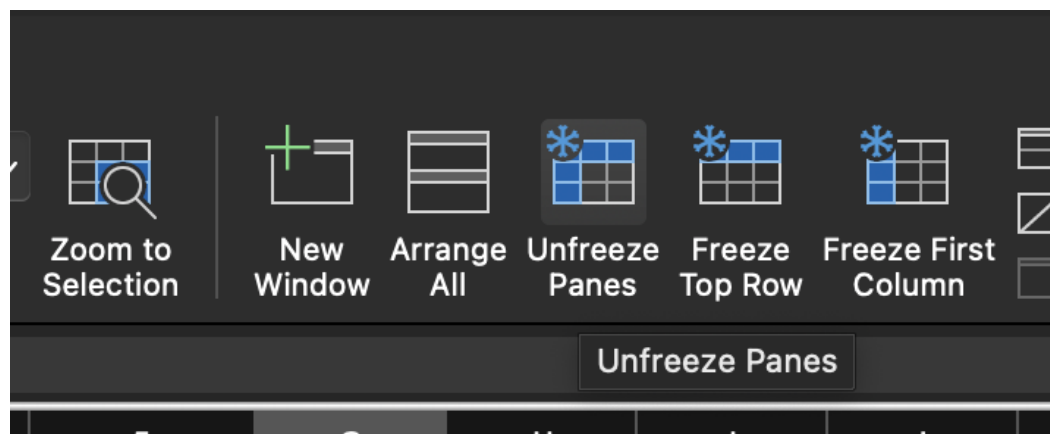
3. What is freeze panes and why do we use freeze panes? Give Examples.

**Ans.** Freeze panes is used to lock or freeze rows or columns which generally contains headers.

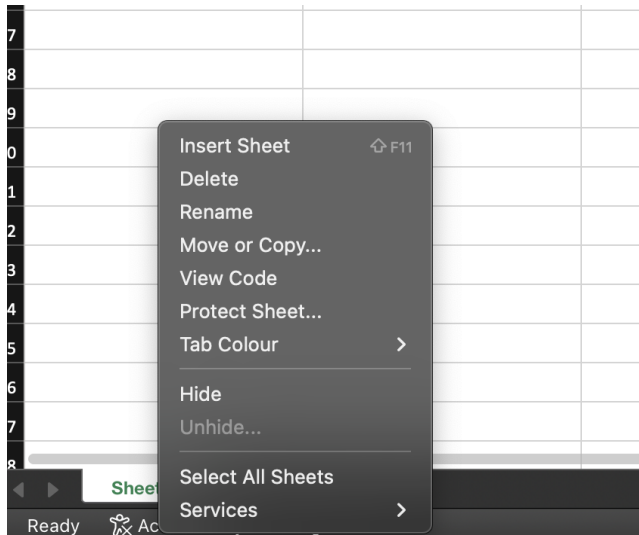


4. What are the different features available within the Freeze Panes Command?

**Ans.** Unfreeze panes, Freeze top row, first column etc..



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



- **Insert Sheet** to insert new sheet in workbook
- **Delete** to delete the Worksheets
- **Rename** to rename sheets
- **Move or copy** to duplicate or changes position
- **View code** for the VBA script
- **Protect** to lock access for the sheet
- **Tab color** to change color of sheet name
- **Hide** to hide the sheet