

# Excel Assignment - 9

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

In Excel, there are four different margin options: top margin, bottom margin, left margin, and right margin.

These margins determine the amount of space between the edge of the page and the content of the worksheet.

We can adjust the margins of an Excel worksheet by going to the Page Layout tab in the Ribbon menu and selecting the Margins option.

2. Set a background for your table created.

To set a background for a table in Excel, you can follow these steps:

Select the cells that make up the table.

Go to the Home tab in the Ribbon menu and click on the Fill Color option.

Choose a color from the drop-down menu to set the background of 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 keep certain rows or columns visible on the screen while scrolling through the rest of the worksheet.

This can be useful when working with large data sets or when trying to compare data in different parts of the worksheet.

For example, if you have a large table with column headers at the top, you can use the Freeze Panes feature to keep the headers visible while scrolling through the rest of the table.

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

The different features available within the Freeze Panes command in Excel include:

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

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**Freeze First Column:** Keeps the first column of the worksheet visible while scrolling.

**Freeze Panes:** Keeps both the top row and first column of the worksheet visible while scrolling.

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

The different sheet options present in Excel are:

**New Sheet:** Creates a new worksheet in the current workbook.

**Rename Sheet:** Allows you to change the name of the current worksheet.

**Move or Copy Sheet:** Allows you to move or copy the current worksheet to a different location within the workbook or to a different workbook.

**Delete Sheet:** Deletes the current worksheet from the workbook.

**Hide Sheet:** Hides the current worksheet from view.

**Unhide Sheet:** Unhides a hidden worksheet in the workbook.