que1) What are the different margins options and do we adjust the margins of the excel worksheet?

The different margin options are:

- Normal
- Wide
- Narrow
- Custom(default)

que2) Set a background for your table created?

Roll No.	Name of the student	Sub-1	Sub-2	Sub-3	Sub-4	Sub-5	Sub-6	Total	Average	Rank	Percentage
100101	Rohan	72	55	52	69	95	32	375	62.5	10	62.5
100102	Mohan	65	51	63	85	71	69	404	67.33333333	7	67.33
100103	Ravi	72	56	78	85	47	68	406	67.66666667	6	67.67
100104	Ruby	68	71	85	84	78	60	446	74.33333333	2	74.33
100105	Radhika	80	78	58	65	68	45	394	65.66666667	8	65.67
100106	Rakhi	61	78	45	62	75	64	385	64.16666667	9	64.17
100107	David	78	69	96	52	63	87	445	74.16666667	3	74.17
100108	Monika	96	85	86	84	45	63	459	76.5	1	76.5
100109	Tommy	75	63	54	63	61	98	414	69	5	69
100110	Rakesh	63	52	96	87	78	45	421	70.16666667	4	70.17

que3) What are freeze panes and why do we use freeze panes? Give examples.

Freeze panes usually lock the column bar and row bar in a worksheet. When we scroll to the right to left the row numbers or column names will not be visible in freeze panes. But if the freeze panes are on, we can view the row numbers or column names even if we scroll to the last cells, with the help of which we can view a cell's position in the sheet. And also particular columns and rows can be freezed if we scroll down. To lock the columns select view > Freeze panes > Freeze First column.

que4) What are the different features available within the Freeze Panes command?

- Locks and unlocks Columns bars to view the column wise data.
- Locks and unlocksRow bars to view the Row wise data.
- Can Lock and unlock any particular Column to view the column wise data
- Can Lock and unlock any particular Row to view the column wise data .
- Can freeze a column as well as row at same time.

que5) Explain what the different sheet options present in excel are and what they do?

- Insert – Inserts a new sheet in a workbook.
- Delete – Deletes the current sheet.
- Rename – Enables to change the name of the current sheet name.
- Reorder – Enables to order the sheets as per user's wish in terms of sheet number or name.
- Duplicate – Creates the copy of the current sheet with the same data present in it.
- Manage Protection – Provides protection for the current sheet, through password.
- Hide – Hides the current sheet.
- Unhide – Unhides if any sheet is hidden
- Show Changes – Gives the list of changes that were made to the current sheet in sort of time.