**Microsoft Exel Assignment 9**

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

**the excel worksheet**

The different margin options in Excel are Top, Bottom, Left, and Right margins, which define the printable area of a worksheet. We can adjust the margins of an Excel worksheet to control the size and layout of printed documents. To adjust margins, go to the Page Layout tab, click on Margins, and select the desired margin size and style.

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

To set a background for your table in Excel, first, select the cells that you want to apply the background to. Then go to the Home tab, click on Fill Color, and select the desired background color. You can also choose a background image or pattern by going to the Page Layout tab, clicking on Background, and selecting the desired image or pattern.

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

Freeze Panes is a feature in Excel that allows you to freeze rows or columns so that they remain visible while scrolling through a large worksheet. We use Freeze Panes to keep important headings or labels visible while working with large amounts of data. For example, if you have a large table with several columns and rows, you can freeze the top row to keep the column headers visible as you scroll down the worksheet.

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

The different features available within the Freeze Panes command include:

* Freeze Top Row: This option freezes the top row of the worksheet, so it remains visible while scrolling.
* Freeze First Column: This option freezes the first column of the worksheet, so it remains visible while scrolling.
* Freeze Panes: This option freezes both rows and columns at a specific point in the worksheet. Anything above or to the left of the frozen panes remains visible while scrolling.

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

The different sheet options present in Excel are:

* New Sheet: This option allows you to create a new worksheet within the same workbook.
* Rename: This option allows you to change the name of the current worksheet.
* Move or Copy: This option allows you to move or copy the current worksheet to a different location within the same workbook or to a different workbook.
* Delete: This option allows you to delete the current worksheet.
* Protect Sheet: This option allows you to protect the contents of the current worksheet by setting a password or restricting certain actions.