**Advance Excel Assignment 9**

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

**the excel worksheet?**

In Microsoft Excel, you can adjust the margins of a worksheet to control the amount of space between the data and the edges of the page. The following are the different margin options available in Excel:

* Top margin: Specifies the distance between the top edge of the page and the top of the printed data.
* Bottom margin: Specifies the distance between the bottom edge of the page and the bottom of the printed data.
* Left margin: Specifies the distance between the left edge of the page and the leftmost printed data.
* Right margin: Specifies the distance between the right edge of the page and the rightmost printed data.
* Header margin: Specifies the distance between the header and the top edge of the page.
* Footer margin: Specifies the distance between the footer and the bottom edge of the page.

To adjust the margins of a worksheet in Microsoft Excel, you can use the following steps:

* Go to the Page Layout tab on the ribbon.
* In the Page Setup group, click the Margins option.
* Choose one of the predefined margin settings, such as Normal, Wide, Narrow, or Custom Margins.
* If you choose Custom Margins, you can manually set the margins by entering the values in the Top, Bottom, Left, and Right boxes.
* When you're done, click OK to apply the changes.

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

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

* Select the table cells that you want to format.
* Go to the Home tab on the ribbon and click on the "Fill Color" option in the Font group.
* Choose a color for the background of your table cells from the color palette or use the "More Colors" option to select a custom color.
* The selected cells will now have the background color you selected.

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

Freeze panes is a feature in Microsoft Excel that allows you to keep certain rows or columns visible on the screen as you scroll through the worksheet. This can be useful if you have a large worksheet with many rows or columns, and you want to keep the header row or first column visible at all times.

For example, consider a worksheet with a large number of rows, and the first row contains the column headers. If you want to see the data in the lower rows, you'll need to scroll down, and the column headers will be out of sight. By using freeze panes, you can keep the first row visible as you scroll down, making it easier to understand the data in each column.

Another example is if you have a worksheet with many columns, and you want to keep the first column visible as you scroll to the right. By using freeze panes, you can keep the first column visible, making it easier to understand the data in each row.

To use freeze panes in Microsoft Excel, you can follow these steps:

* Select the cell in the row or column that you want to freeze.
* Go to the View tab on the ribbon and click on the "Freeze Panes" option in the Window group.
* Choose the Freeze Top Row or Freeze First Column option to freeze the corresponding rows or columns.
* You can also choose the Freeze Panes option to freeze both rows and columns to the left and above the selected cell.

Once you've frozen the panes, you'll be able to scroll through the worksheet, and the frozen rows or columns will remain visible. To turn off freeze panes, simply go to the View tab, click on the Freeze Panes option, and choose the Unfreeze Panes option.

**4. What are the different features available within the Freeze Panes**

**command?**

* In Microsoft Excel, the Freeze Panes command provides several different features for freezing rows or columns in a worksheet. These features include:
* Freeze Top Row: This option allows you to freeze the top row of the worksheet, so that it remains visible even as you scroll down. This can be useful if the top row contains column headers, and you want to be able to see the headers at all times.
* Freeze First Column: This option allows you to freeze the first column of the worksheet, so that it remains visible even as you scroll to the right. This can be useful if the first column contains row headers, and you want to be able to see the headers at all times.
* Freeze Panes: This option allows you to freeze both the top row and first column of the worksheet, so that both remain visible as you scroll.
* Unfreeze Panes: This option allows you to turn off any freeze panes that are currently in effect, so that you can scroll freely through the worksheet.

**5. Explain what the different sheet options present in excel are and what**

**they do?**

In Microsoft Excel, there are several different sheet options that you can use to customize and manage the worksheets in your workbook. Some of the most commonly used sheet options include:

* Rename: This option allows you to change the name of a worksheet, which is displayed on the sheet tab at the bottom of the Excel window.
* Copy: This option allows you to create a duplicate of an existing worksheet, which can be useful if you want to use a similar format or data structure in a new sheet.
* Move or Copy: This option allows you to move or copy a worksheet to a different position within the same workbook or to a different workbook entirely.
* Insert: This option allows you to insert a new worksheet into the workbook, which can be useful if you want to create a new sheet for a new set of data.
* Delete: This option allows you to delete a worksheet from the workbook, which can be useful if you no longer need a sheet or if you want to remove any unwanted data.
* Format: This option allows you to format the appearance of a worksheet, such as changing the font, background color, or row height.
* Protect: This option allows you to protect a worksheet or specific cells within the worksheet, so that data cannot be changed or deleted accidentally.
* Hide: This option allows you to hide a worksheet, so that it is not visible in the workbook. You can later unhide the sheet if needed.

These are some of the most common sheet options in Microsoft Excel, and they can be accessed by right-clicking on a sheet tab or by using the commands on the Home tab of the ribbon. By using these options, you can effectively manage and customize the worksheets in your workbook to meet your specific needs.