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

1. Top Margin: the space between the top edge of the paper and the top of the printed worksheet.
2. Bottom Margin: the space between the bottom edge of the paper and the bottom of the printed worksheet.
3. Left Margin: the space between the left edge of the paper and the leftmost column of the printed worksheet.
4. Right Margin: the space between the right edge of the paper and the rightmost column of the printed worksheet.

2. Set a background for your table created.

1. Select the cells that make up the table that you want to add a background to.
2. Go to the "Home" tab on the ribbon and click on the "Fill Color" button.
3. Choose the color that you want to use for the table background by selecting it from the color palette.
4. Alternatively, you can select "More Colors" to choose a custom color.
5. The selected cells will now have the chosen background color.

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 freeze certain rows or columns in place while scrolling through a large worksheet. By freezing specific rows or columns, you can keep important information visible while you navigate the rest of the worksheet.

We use Freeze Panes in Excel to make large worksheets more manageable and to help ensure that important data is always visible, even when scrolling through a large dataset. This feature is particularly useful when working with tables that have many rows or columns.

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

1. Freeze Top Row: This option allows you to freeze the top row of the worksheet so that it remains visible as you scroll through the rest of the data.
2. Freeze First Column: This option allows you to freeze the first column of the worksheet so that it remains visible as you scroll through the rest of the data.
3. Freeze Panes: This option allows you to freeze both the top row and the first column of the worksheet so that they remain visible as you scroll through the rest of the data

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

In Excel, there are several sheet options that allow you to manage and manipulate the worksheets in your workbook. These sheet options are:

1. Rename: This option allows you to change the name of the current worksheet. To use this option, right-click on the sheet tab and select "Rename".
2. Insert: This option allows you to add a new worksheet to your workbook. To use this option, right-click on the sheet tab and select "Insert".
3. Delete: This option allows you to delete the current worksheet. To use this option, right-click on the sheet tab and select "Delete".
4. Move or Copy: This option allows you to move or copy the current worksheet to a different location in the workbook or to a different workbook. To use this option, right-click on the sheet tab and select "Move or Copy".
5. Hide or Unhide: This option allows you to hide the current worksheet from view or to unhide a worksheet that has been previously hidden. To use this option, right-click on the sheet tab and select "Hide" or "Unhide".
6. Protect: This option allows you to protect the current worksheet from unauthorized changes by password-protecting certain cells or locking certain elements of the worksheet. To use this option, go to the "Review" tab on the ribbon and select "Protect Sheet".
7. View Code: This option allows you to view the Visual Basic code for the current worksheet. To use this option, right-click on the sheet tab and select "View Code".