

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

In Microsoft Excel, margins refer to the empty spaces between the content and the edges of the printed page. Margins can be adjusted to change the amount of space between the content and the edges of the printed page.

There are four types of margins in Excel:

Top margin: The distance between the top edge of the printed page and the beginning of the printed content.

Bottom margin: The distance between the bottom edge of the printed page and the end of the printed content.

Left margin: The distance between the left edge of the printed page and the beginning of the printed content.

Right margin: The distance between the right edge of the printed page and the end of the printed content.

2)Set a background for your table created.

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 lock specific rows and/or columns in place so that they remain visible on the screen, even when you scroll through the rest of the worksheet. This is particularly useful when you are working with large datasets that require you to scroll through many rows and columns, as it helps you to keep track of important information in the frozen panes.

Here are some examples of when you might use Freeze Panes in Excel:

When working with a large dataset, you can freeze the top row so that it remains visible while you scroll through the rest of the data. This allows you to easily see the column headers and keep track of which data is associated with which column.

If you have a dataset that is organized by date or time, you can freeze the first column so that the date or time column remains visible while you scroll through the rest of the data. This allows you to easily see which data is associated with which date or time.

If you have a worksheet with multiple tables or sections, you can freeze panes to keep each section visible as you scroll through the worksheet. This helps you to keep track of which section you are working on and makes it easier to navigate the worksheet.

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

The Freeze Panes command is a useful feature in Microsoft Excel that allows you to freeze certain rows or columns while scrolling through large datasets, which helps in keeping headings or important information visible at all times. There are several features available within the Freeze Panes command, which are as follows:

Freeze Top Row: This option freezes the top row of the worksheet, so that it remains visible while scrolling through the rest of the worksheet.

Freeze First Column: This option freezes the first column of the worksheet, so that it remains visible while scrolling through the rest of the worksheet.

Freeze Panes: This option freezes both rows and columns at the same time. To use this option, select the cell to the right and below the rows and columns that you want to freeze.

Unfreeze Panes: This option removes the frozen rows and columns, allowing the entire worksheet to scroll freely.

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1														
2	anisha.chavan@hudl.com	Maharashtra,Mumbai,400069	anisha	chavan	Maharashtra	Mumbai	400069							
3	meghadeshmukh0295@gmail.com	Maharashtra,Mumbai,400070	megha	deshmukh	Maharashtra	Mumbai	400070							
4	nilesh.mohad1405@gmail.com	Maharashtra,Pune,400071	nilesh	mohad	Maharashtra	Pune	400071							
5	rahulgupta111195@gmail.com	Maharashtra,Pune,400072	rahul	gupta	Maharashtra	Pune	400072							
6	mahesh.mane@hudl.com	Maharashtra,Pune,400073	mahesh	mane	Maharashtra	Pune	400073							
7	rajat.juvekar99@gmail.com	Karnataka,Bangalore,400074	rajat	juvekar	Karnataka	Bangalore	400074							
8	deokar.aayush@gmail.com	Karnataka,Mysore,400075	aayush	deokar	Karnataka	Mysore	400075							
9	imrohankore@gmail.com	Maharashtra,Mumbai,400076	rohan	kore	Maharashtra	Mumbai	400076							
10	kirtivan.bavkar@hudl.com	UP,Agra,400077	kirtivan	bavkar	UP	Agra	400077							
11	harsh.bhim@hudl.com	UP,Varanasi,400078	harsh	bhim	UP	Varanasi	400078							
12	virajjoshi@rocketmail.com	Karnataka,Hampi,400079	viraj	joshi	Karnataka	Hampi	400079							
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Freeze Selected Rows: This option allows you to select specific rows to freeze. Simply select the row below the rows you want to freeze, and then choose this option.

Freeze Selected Columns: This option allows you to select specific columns to freeze. Simply select the column to the right of the columns you want to freeze, and then choose this option.

5) Explain what the different sheet options present in Excel are and what they do?

In Microsoft Excel, you can have multiple sheets within a single workbook. Each sheet can contain different data, formulas, and formatting. There are several sheet options available in Excel, which are as follows:

Rename: This option allows you to change the name of the current sheet. Right-click on the sheet tab and select "Rename" or double-click on the sheet tab to rename the sheet.

Move or Copy: This option allows you to move or copy the current sheet to a new location within the same workbook or to a different workbook. Right-click on the sheet tab and select "Move or Copy" to access this option.

Hide or Unhide: This option allows you to hide the current sheet from view or unhide a previously hidden sheet. Right-click on any sheet tab and select "Hide" or "Unhide" to access this option.

Insert: This option allows you to insert a new sheet before or after the current sheet. Right-click on any sheet tab and select "Insert" to access this option.

Delete: This option allows you to delete the current sheet. Right-click on the sheet tab and select "Delete" to access this option.

Protect Sheet: This option allows you to protect the current sheet by preventing users from making changes to the content or formatting. Right-click on the sheet tab and select "Protect Sheet" to access this option.

Tab Color: This option allows you to change the color of the sheet tab to make it easier to identify. Right-click on the sheet tab and select "Tab Color" to access this option.