

**Excel Assignment - 9**

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

* The margins in Excel are the blank spaces around the worksheet. You can adjust the margins to fit your needs. The different margin options are:
* Top margin: The blank space at the top of the worksheet.
* Bottom margin: The blank space at the bottom of the worksheet.
* Left margin: The blank space on the left side of the worksheet.
* Right margin: The blank space on the right side of the worksheet.
* To adjust the margins, follow these steps:
* Go to the File tab.
* Click Page Setup.
* In the Margins section, enter the desired margin values.
* Click OK.
* Set a background for your table created.

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

* You can set a background for your table in Excel by following these steps:
* Select the cells that you want to set a background for.
* Go to the Format tab.
* In the Background section, click Fill.
* Select a color or a picture for the background.
* Click OK.

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 lock certain rows or columns in place so that they remain visible when you scroll through the worksheet. This can be useful for keeping track of headers, totals, or other important information.
* For example, if you have a worksheet that contains a table of data, you might want to freeze the first row so that the column headers are always visible. This way, you can easily see which column each piece of data belongs to.
* To freeze panes, follow these steps:
* Select the row below the row(s) or column(s) that you want to freeze.
* Go to the View tab.
* In the Freeze Panes group, click Freeze Panes.

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

* The Freeze Panes command has two options:
* Freeze Top Row: This option freezes the first row in the worksheet.
* Freeze First Column: This option freezes the first column in the worksheet.
* You can also choose to freeze multiple rows or columns by selecting the rows or columns that you want to freeze before you click Freeze Panes.

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

* The sheet options in Excel allow you to customize the appearance and behaviour of your worksheets. The different sheet options are:
* Page Setup: This option allows you to set the margins, orientation, and other printing options for your worksheet.
* View: This option allows you to control how your worksheet is displayed, such as whether or not gridlines are visible.
* Protection: This option allows you to protect your worksheet from unauthorized changes.
* Color: This option allows you to change the color of your worksheet.
* Other: This option contains a variety of other sheet options, such as the ability to set a default view for your worksheet and to hide certain rows or columns.
* To access the sheet options, go to the File tab and click Options. Then, click the Sheets tab.