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

There are four margin options in Excel:

1. Top margin: The distance between the top edge of the printed page and the top edge of the printed content.
2. Bottom margin: The distance between the bottom edge of the printed page and the bottom edge of the printed content.
3. Left margin: The distance between the left edge of the printed page and the left edge of the printed content.
4. Right margin: The distance between the right edge of the printed page and the right edge of the printed content.

You can adjust the margins of your Excel worksheet by selecting the Page Layout tab in the Excel ribbon, clicking on the Margins drop-down menu, and selecting the margin option that you want to change. You can also click on the Custom Margins option to set your own custom margin values.

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

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

1. Select the cells that you want to include in your table.
2. Click on the Home tab in the Excel ribbon.
3. Click on the Format as Table button in the Styles group.
4. Choose a table style that you like from the drop-down menu. You can hover over the different options to see a preview of how they will look.
5. After you have selected a table style, click on the Design tab in the Excel ribbon.
6. Click on the Table Styles Options button in the Table Styles group.
7. Select the checkbox next to "Header Row" if your table has a header row that you want to include.
8. Select the checkbox next to "Total Row" if your table has a total row that you want to include.
9. In the Table Styles Options dialog box, click on the Fill tab.
10. Choose a color or pattern for your table background by clicking on one of the options in the Fill section. You can also click on More Colors to choose a custom color or on Fill Effects to choose a gradient, texture, or picture fill.
11. Click OK to close the Table Styles Options dialog boX.

**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 freeze certain rows or columns in your worksheet so that they remain visible when you scroll through the rest of the sheet. By freezing panes, you can keep important headings, labels, or reference data visible at all times, even if you need to scroll through large amounts of data.

For example, let's say you have a large dataset with several columns and rows, and you want to keep the column headings visible as you scroll down through the data. To do this, you can select the row below the headings and then click on the View tab in the Excel ribbon. Then, click on the Freeze Panes button in the Window group, and select the "Freeze Panes" option from the drop-down menu. This will freeze the rows above the selected row and keep them visible as you scroll down.

Another example of when you might use Freeze Panes is when you have a large spreadsheet with lots of data, and you want to compare the data in two different sections of the sheet. By freezing the top few rows and the leftmost few columns, you can keep important reference data visible while you scroll through the rest of the sheet to compare the data.

To remove frozen panes, simply click on the View tab in the Excel ribbon, click on the Freeze Panes button, and select "Unfreeze Panes" from the drop-down menu. This will remove the frozen panes and allow you to scroll through the entire sheet normally.

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

The Freeze Panes command is used in Microsoft Excel to lock certain rows or columns in place so that they remain visible while scrolling through a large worksheet. The features available within the Freeze Panes command depend on the version of Excel you are using, but some common options include:

1. Freeze Top Row: This option will freeze the top row of the worksheet, so that it remains visible as you scroll down.
2. Freeze First Column: This option will freeze the leftmost column of the worksheet, so that it remains visible as you scroll to the right.
3. Freeze Panes: This option will freeze both rows and columns, so that the selected cells remain visible as you scroll through the worksheet.
4. Unfreeze Panes: This option will remove any frozen rows or columns, allowing the entire worksheet to scroll freely.
5. Freeze Multiple Rows/Columns: In some versions of Excel, you can choose to freeze more than one row or column by selecting the cell below the last row or to the right of the last column you want to freeze, and then using the Freeze Panes command.

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

contains a grid of cells that can be filled with data and formulas. There are several sheet options available in Excel that allow you to customize the look and functionality of each worksheet. Here are some of the most common sheet options and what they do:

1. Rename Sheet: This option allows you to change the name of the current worksheet. Right-click on the sheet tab and select "Rename" to change the name.
2. Move or Copy Sheet: This option allows you to move the current worksheet to a different location within the workbook or make a copy of it. Right-click on the sheet tab and select "Move or Copy" to access this option.
3. Hide/Unhide Sheet: This option allows you to hide the current worksheet so that it is not visible in the workbook, or unhide a previously hidden worksheet. Right-click on the sheet tab and select "Hide" or "Unhide" to access this option.
4. Protect Sheet: This option allows you to protect the current worksheet so that certain cells cannot be edited or formulas cannot be changed. Click on the "Review" tab and select "Protect Sheet" to access this option.
5. Page Setup: This option allows you to customize the print settings for the current worksheet, such as adjusting margins, setting page orientation, or adding a header/footer. Click on the "Page Layout" tab and select "Page Setup" to access this option.
6. View Options: This option allows you to change the view of the current worksheet, such as showing or hiding gridlines, row and column headings, or zooming in or out. Click on the "View" tab to access this option.

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