**Excel Assignment – 9**

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

It uses the standard top, bottom, left, and right margins of 3/4 inch, where 1/4 inch separates the header and footer from the top and bottom margins, respectively. Despite the default margin, Excel allows us to choose from two other margin settings, namely Wide and Narrow.

Under Home Tab > Page Layout > Margin > Custom Margin

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

Click the worksheet that you want to display with a sheet background. Make sure that only one worksheet is selected.

On the Page Layout tab, in the Page Setup group, click Background.

Select the picture that you want to use for the sheet background, and then click Insert.

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

To keep an area of a worksheet visible while you scroll to another area of the worksheet, go to the **View** tab, where you can **Freeze Panes** to lock specific rows and columns in place, or you can **Split**panes to create separate windows of the same worksheet.

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

On the View tab, select the Freeze Panes command, then choose Freeze Panes from the drop-down menu. The column will be frozen in place, as indicated by the gray line. You can scroll across the worksheet while continuing to view the frozen column on the left.

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

It allows us to organize vast amounts of data across multiple sheets. Every Excel workbook has at least one sheet. By default, when we create a new Excel file, it usually has three sheets, namely Sheet1, Sheet2, and Sheet3. Furthermore, we can add or delete the desired number of sheets accordingly.