**Advanced Excel Assignment 9**

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

Different margins options in Excel:

Excel provides options to adjust the margins of the printed worksheet, including top, bottom, left, and right margins. These options can be found in the Page Layout tab under the Margins dropdown menu. Adjusting margins determines the amount of space between the edge of the printed page and the content of the worksheet.

Adjusting margins of the Excel worksheet:

Yes, we can adjust the margins of the Excel worksheet to control how the content appears when printed. By adjusting margins, we can ensure that the content is properly aligned and fits within the printable area of the page.

2. Set a background for your table created.

To set a background for a table in Excel, select the table or range of cells you want to apply the background to.

Go to the "Page Layout" tab in the Excel ribbon and click on the "Background" button.

Choose a background colour or image from the available options, or select "Fill Effects" for more customization.

Click "OK" to apply the background to the selected cells or table.

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

Freeze Panes is a feature in Excel that allows users to lock specific rows or columns in place while scrolling through the worksheet. It ensures that certain rows or columns remain visible at all times, making it easier to navigate large datasets.

Example: Suppose you have a large dataset where the first row contains headers and you want to keep it visible while scrolling down. You can freeze the top row using Freeze Panes so that it remains fixed at the top of the worksheet.

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

Freeze Top Row: Keeps the top row visible while scrolling.

Freeze First Column: Keeps the leftmost column visible while scrolling.

Freeze Panes: Allows you to freeze both rows and columns simultaneously by splitting the worksheet into four sections.

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

Insert Sheet: Adds a new worksheet to the workbook.

Delete Sheet: Removes the selected worksheet from the workbook.

Rename Sheet: Allows you to change the name of the selected worksheet.

Move or Copy Sheet: Enables you to move or duplicate the selected worksheet within the workbook or to another workbook.

Protect Sheet: Allows you to protect the contents of the worksheet by setting permissions and restrictions on editing, formatting, or deleting data.