**Excel Assignment - 9**

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

**Margin Options**:

* **Normal**: The default setting with 0.75" top/bottom margins and 0.7" left/right margins.
* **Wide**: Larger margins with 1" top/bottom and 0.7" left/right.
* **Narrow**: Smaller margins with 0.75" top/bottom and 0.25" left/right.
* **Custom Margins**: You can manually adjust the top, bottom, left, right, header, and footer margins according to your needs.

**To Adjust Margins**:

1. Go to the **Page Layout** tab.
2. Click **Margins** in the **Page Setup** group.
3. Select a predefined margin option or choose **Custom Margins** to set your own values.

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

To set a background image in Excel:

1. Select the worksheet where you want to apply the background.
2. Go to the **Page Layout** tab.
3. Click **Background** in the **Page Setup** group.
4. Browse for an image file on your computer and select it

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

**Freeze Panes** is a feature that locks rows and/or columns in place so that they remain visible as you scroll through your worksheet. It’s particularly useful for keeping headers or important information in view when working with large datasets.

**Example**:

* If you have a dataset with hundreds of rows, you can freeze the first row containing column headers so that you can always see them while scrolling.
* You can also freeze a column if you want the first column of labels to remain visible as you scroll horizontally.

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

 **Freeze Panes**: Freezes both rows and columns based on your selection. The rows above and columns to the left of your selection remain visible as you scroll.

 **Freeze Top Row**: Locks only the top row so that it stays visible while scrolling down.

 **Freeze First Column**: Locks the first column so it stays visible while scrolling horizontally.

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

 **Gridlines**:

* **View**: Toggles the visibility of gridlines on the worksheet screen. When checked, the gridlines are visible; when unchecked, they are hidden.
* **Print**: Controls whether gridlines will appear when printing the worksheet. If checked, gridlines will print alongside your data.

 **Headings**:

* **View**: Controls whether row and column headings (the numbers and letters on the top and left sides of the worksheet) are visible on the screen.
* **Print**: Determines if the row and column headings will appear on printed pages.