**Excel Assignment – 9**

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

In Excel, you can adjust page margins for printing. The main margin options include Top, Bottom, Left, Right, Header, and Footer margins. To adjust margins, go to the "Page Layout" tab, click on "Margins," and select a predefined margin setting or choose "Custom Margins" to set your own.

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

To set a background color for a table in Excel, select the table or specific cells, then go to the "Home" tab, click the "Fill Color" button (paint bucket icon), and choose a color from the palette. You can also apply patterns, gradients, or images as backgrounds using "Fill Effects" within the color options.

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

Freeze Panes in Excel allows you to lock rows or columns in place while scrolling through a large worksheet. It's useful for keeping important headers or labels visible as you navigate through extensive data. For instance, if you freeze the top row, the header row remains visible even as you scroll down the spreadsheet, making it easier to understand the data's context.

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

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

Freeze First Column: Lock the first column in place during scrolling.

Freeze Panes: Freeze both the top row and the first column for a two-dimensional fixed view of your data.

Unfreeze Panes: Remove the freezing effect and revert to normal scrolling.

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

The different sheet options in Excel are:

New Sheet: Creates a new, blank worksheet in the current Excel workbook.

Existing Sheet: Allows you to select an existing worksheet in the current workbook to copy or move data to.

Create a Copy: Duplicates the current worksheet, creating an identical copy within the same workbook.

Move to End: Moves the current worksheet to the end of the worksheets in the workbook.