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

the excel worksheet?

In Excel, if you want to print a paper report, you have the option to change the page margins according to your need. By default, the margins that you have are 1.78 cm for the left and right, and 1.91 for the bottom and top. You can change these margins as per your requirement.

2. Set a background for your table created.

Add a sheet background

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.

3. 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.

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

The Excel Freeze Panes option allows you to lock your columns and/or rows so that when you scroll down or over to view the rest of your sheet, the column and/or row will remain on the screen.

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

Ribbon Sheet Options

Right-click Sheet Options