

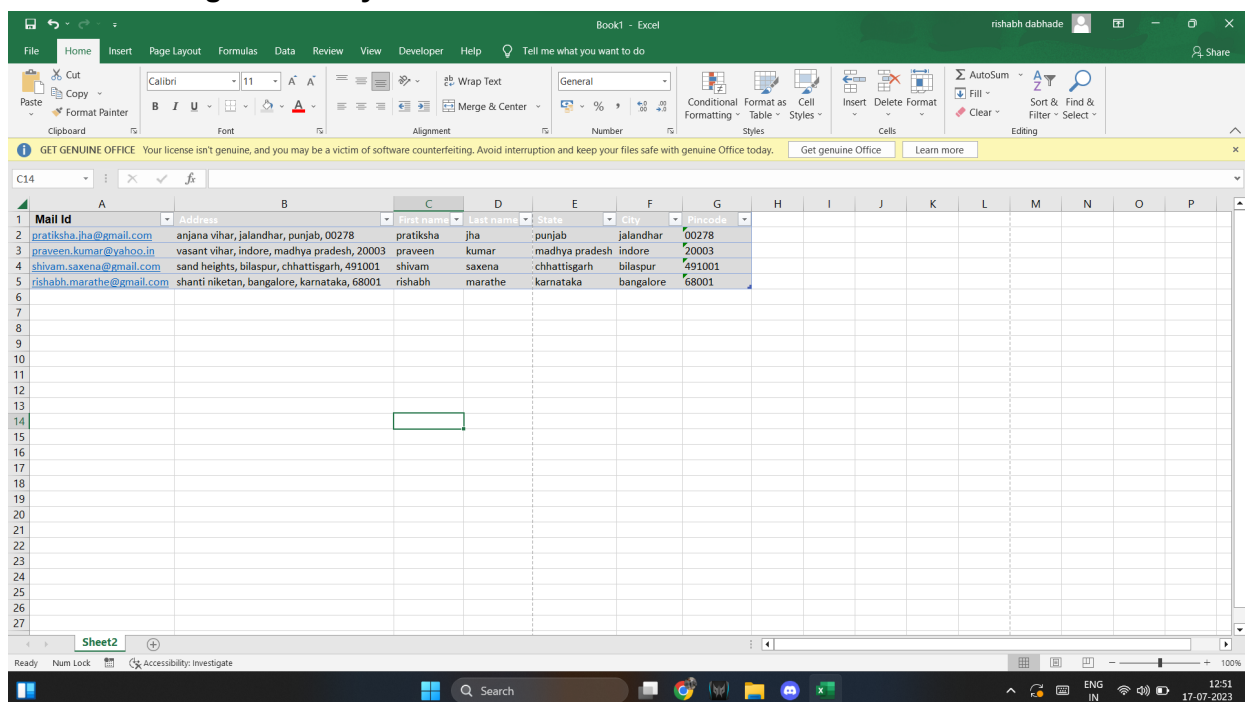
Q1. What are the different margins options and do we adjust the margins of the excel worksheet?

Ans. Yes, you can adjust the margins of an Excel worksheet. The margins are the blank spaces between the edge of the worksheet and the text or data in the cells. You can adjust the margins to make the worksheet easier to read or to fit more data on a page.

The different margins options in Excel are:

- Top margin: This is the blank space at the top of the worksheet.
- Bottom margin: This is the blank space at the bottom of the worksheet.
- Left margin: This is the blank space on the left side of the worksheet.
- Right margin: This is the blank space on the right side of the worksheet.

Q2. Set a background for your table created.



Q3. What is freeze panes and why do we use freeze panes? Give examples.

Ans. Freeze panes is a feature in Excel that allows you to keep certain rows or columns visible while you scroll through a worksheet. This can be helpful if you have a large worksheet and you want to be able to see the headers or other important information while you work.

Here are some examples of why you might use freeze panes:

- If you have a worksheet with a lot of data, you can freeze the top row so that you can always see the column headers.
- If you have a worksheet with a lot of formulas, you can freeze the first column so that you can always see the cell references.
- If you are working on a long worksheet, you can freeze the first few rows and columns so that you can see the data that you are working on while you scroll to the bottom of the worksheet.

Q4. What are the different features available within the Freeze Panes command?

Ans. The Freeze Panes command in Excel has several features that allow you to customize how panes are frozen. These features include:

- Freeze Top Row: This option freezes the first row in the worksheet so that it remains visible while you scroll.
- Freeze First Column: This option freezes the first column in the worksheet so that it remains visible while you scroll.
- Freeze Panes: This option allows you to freeze multiple rows or columns by selecting the rows or columns that you want to freeze, and then clicking on the Freeze Panes button.
- Unfreeze Panes: This option unfreezes all panes in the worksheet.
- Split Panes: This option splits the worksheet into multiple panes so that you can view different parts of the worksheet at the same time.
- Freeze Split: This option freezes the split in the worksheet so that the panes do not move when you scroll.

Q5. Explain what the different sheet options present in excel are and what they do?

Ans. There are different sheet options that you can use to customize the appearance and functionality of your worksheets. These sheet options include:

- Freeze Panes: This option allows you to keep certain rows or columns visible while you scroll through a worksheet.
- Split Panes: This option splits the worksheet into multiple panes so that you can view different parts of the worksheet at the same time.
- Show/Hide: This option allows you to show or hide certain elements of the worksheet, such as gridlines, headers, and footers.
- Page Setup: This option allows you to customize the print settings for the worksheet, such as the paper size, margins, and orientation.
- View: This option allows you to customize the view of the worksheet, such as the zoom level and the display of formulas.
- Color: This option allows you to change the color of the worksheet background and the fonts.
- Protection: This option allows you to protect the worksheet from unauthorized changes.