

Excel Assignment - 9

1. What are the different margins options and do we adjust the margins of the excel worksheet?
 2. Set a background for your table created.
 3. What is freeze panes and why do we use freeze panes? Give examples.
 4. What are the different features available within the Freeze Panes command?
 5. Explain what the different sheet options present in excel are and what they do?
1. - Excel offers several margin options including top, bottom, left, and right margins.
 - Yes, we can adjust the margins of an Excel worksheet by going to the

Page Layout tab, clicking on the Margins dropdown, and selecting Custom Margins. From there, you can adjust the margins as per your requirement.

2. - To set a background for a table created in Excel, you can go to the Page Layout tab, click on the Background dropdown, and select a color or an image as your background.

3. - Freeze Panes is a feature in Excel that allows you to lock rows or columns so that they remain visible while scrolling through a large worksheet.
 - We use Freeze Panes to keep certain rows or columns visible at all times, especially when dealing with large datasets where it's helpful to keep headings or labels visible.
 - For example, if you have a table with column headers in row 1 and you want to keep them visible while scrolling down through the data, you can freeze row 1.

4. - Freeze Top Row: This option freezes the top row of the worksheet.

 - Freeze First Column: This option freezes the first column of the worksheet.

 - Freeze Panes: This option allows you to specify a particular row or column to freeze above and to the left of the selected cell.

5. - Worksheet Options: These options include protecting the worksheet, hiding or unhiding specific rows or columns, grouping data, etc.

 - Page Setup Options: These options include adjusting margins, setting print areas, adding headers and footers, scaling the worksheet for printing, etc.

 - View Options: These options include freezing panes, splitting the window, showing or hiding gridlines, showing or hiding formulas, etc.