**Excel Assignment – 9**

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

**Ans:** To use predefined margins, click Normal, Wide, or Narrow.

Custom Setting -> To specify custom page margins, click Custom Margins and then in the Top, Bottom, Left, and Right boxes -> enter the margin sizes that you want.

1. **What are freeze panes and why do we use freeze panes? Give examples.**

**Ans**: Freeze Panes is a feature of Excel that enables the users to lock the Excel rows and columns.

Go to View > Freeze Panes > Unfreeze Panes

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

**Ans:** The different features available within the Freeze Panes are as follows:

1. Freeze Tow row.
2. Freeze First Column
3. Freeze Panes
4. **Explain what the different sheet options present in excel are and what they do?**

**Ans:** Each workbook can contain different types of sheets: views (also known as worksheets), dashboards, and stories.

1. A worksheet is where you build views of your data by dragging and dropping fields onto shelves.
2. A dashboard is a combination of several views that you can arrange for presentation or to monitor.
3. A story is a sequence of views or dashboards that work together to convey information.