**Excel Assignment - 9**

1. **What are the different margins options and do we adjust the margins of the Excel worksheet?**  
   In Excel, margin options control the space around the content of a worksheet when printed. There are **three main margin settings**:
   * **Normal**: Default margin settings with standard space on each side.
   * **Wide**: Increased margin space around the content, leaving more white space on the page.
   * **Narrow**: Minimal margin space, allowing for more content on each printed page.

To adjust margins, go to **Page Layout > Margins** and select from the pre-set options or choose **Custom Margins** to manually specify exact measurements.

1. **Set a background for your table created.**  
   To set a background for your table, select the cells in your table, go to **Home > Fill Color**, and pick the desired color. If you’re looking to add a picture as a background, navigate to **Page Layout > Background**, and insert the image you want. This background image appears only for viewing purposes, not for printing.
2. **What is freeze panes and why do we use freeze panes? Give examples.**  
   **Freeze Panes** is a feature that keeps selected rows or columns visible while scrolling through the rest of the worksheet. This is useful when working with large datasets, allowing you to keep headers or key information in view as you scroll.
   * **Example**: If you freeze the first row of a table with headers, the header row remains at the top, helping you identify each column's data as you scroll down through many rows.
3. **What are the different features available within the Freeze Panes command?**  
   The **Freeze Panes** command offers three main options:
   * **Freeze Panes**: Freezes both rows and columns above and to the left of the selected cell.
   * **Freeze Top Row**: Keeps the first row visible while scrolling down.
   * **Freeze First Column**: Keeps the first column visible while scrolling horizontally.
4. **Explain what the different sheet options present in Excel are and what they do?**  
   In Excel’s **Sheet Options** (found under Page Layout), you’ll find settings that control the display and print layout of a worksheet:
   * **Gridlines**: Toggles the visibility of gridlines on the worksheet for easier data alignment. You can also choose to print gridlines if needed.
   * **Headings**: Shows or hides row and column headers (e.g., A, B, C for columns and 1, 2, 3 for rows) on the screen and can also be included in printouts.
   * **Page Breaks**: Adds page break indicators for better control over printed sections of the worksheet.
   * **Print Titles**: Allows you to set specific rows or columns to repeat on every printed page, such as headers for large datasets spanning multiple pages.