

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

Ans 1. We can adjust the margins of excel worksheet

In page layout tab we have a margins option and then select custom margins we can Use the arrows to increase or decrease the margin sizes, or can enter the desired size in the appropriate box.

Que 2. Set a background for your table created.

Ans 2. To change the background of table, click Page Layout > Themes, and pick the one you want.

Que 3. What is freeze panes and why do we use freeze panes? Give examples.

Ans 3. Excel has a freeze pane feature to freeze the part of the Excel worksheet. It is used to freeze the row and column. When the Excel worksheet is large, freeze pane is a useful option to freeze the particular part of the worksheet and make the other part scrollable. Rows and Columns keep visible when they are frozen.

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

Ans 4 - Excel enables three methods to freeze the pane.

1. **Freeze Pane** – keeps rows and columns visible while the rest of the worksheet scrolls.

2. **Freeze Top Row** – keep the top row visible while scrolling through the rest of the worksheet.
3. **Freeze First Column** – keeps the first column visible while scrolling through the rest of the worksheet.

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

Ans 5. In excel we have different sheet options-

A) Ribbon Sheet Options – in excel ribbon go to page layout > sheet options mainly has for toggle options : two for gridlines and two for headings

In gridlines : view option allows user to show or hide gridlines within the active worksheet and Print option allows user to show or hide gridlines on a excel document that will be printed

In headings : view option allows user to show/hide headings within the active worksheet and print allows user to show/hide headings on an excel document, which is to do printed on paper.

B) Right click sheet options :

Insert – add new sheet

Delete - it will delete the selected sheet

Rename – with this option we can rename of the desired sheet

Move or copy - When we need to duplicate the data from one sheet to another in Excel, we can use the Move and Copy option from the right-click sheet options list.

Protect Sheet – we can protect the sheet with a password.

hide - unhide – we can hide or unhide the sheets

Etc options are there