**Excel Assignment - 9**

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

Ans: These are following different margins options: Normal, Wide, Narrow and Custom margin.

Yes, we adjust the margins when we share data report in another format.

1. Set a background for your table created.

Ans: Go to Page Layout Tab and select the background from Page setup subsection.

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

Ans: Freeze panes gives option to freeze and first row/column or both. Freeze panes is used to know the record of respective row/column.

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

Ans: 1. Freeze Top row 2. Freeze First column 3. Unfreeze panes

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

Ans: There are two main sheet option present in excel :

1. Ribbon sheet options: Go to Page Layout tab where you will get various subsection for theme, Page Setup, Scale to fit,and Arrange
2. Right click options: This contain insert, delete, rename, hide , move etc.