**Excel Assignment -4 Solution**

1. To use the ribbon commands, what menu and grouping of commands will you find the insert and delete command?

Solution: To use the ribbon commands, following menu and grouping of commands will be find to insert and delete command:

Open Office app.

Click on Options from the bottom-left corner. Quick note: If you have a blank document open, click the File menu to access the Options button. Alternatively, you can also right-click anywhere in the Ribbon and select the Customize the Ribbon option to access the settings.

Click on Customize Ribbon.

Use the "Customize the Ribbon" drop-down menu and select the Main Tabs option (if applicable).

Select the tab and then the custom group you want to add new commands.

(Optional) Click the New Tab button to add a new section to include all your custom commands. Quick note: You will also need to right-click the tab and select the Rename option to set a custom name for the tab.

Click the Rename button

Confirm a name for the tab.

Click the OK button.

Select the new group to add the commands.

Click the Rename button.

Confirm a name for the group.

Click the OK button.

Select the custom group. (Otherwise, you may come across and error.)

Use the "Choose commands from" drop-down menu and select the group of commands you want to use – for example, Popular Commands.

Select the command from the list – for example, Find.

Click the Add button.

Delete Commands:

Open Office app.

Click on Options from the bottom-left corner.

Click on Customize Ribbon.

Use the "Customize the Ribbon" drop-down menu and select the Main Tabs option (if applicable).

Select the tab and then group you want to remove new commands from. Quick note: While you cannot edit items on existing tabs, you can remove items from most places, including from existing and custom tabs.

Right-click the command and select the Remove option.

(Optional) Right-click the empty group and select the Remove option.

Click the OK button.

1. If you set the row height and column width to zero (0), what happens to the row and column?

Solution: It hides the row and column.

1. Is there a need to change the height and width in a cell. Why?

Solution: There is a need to change the height and width in a cell so that the data can fit properly.

Excel by default provide equal width and height with respect to columns and rows. Whenever we enter a lengthy data, few characters will get displayed and other will be present inside the cell but will be hidden to the user.

1. What is the keyboard shortcut to unhide rows?

Solution: Ctrl+Shift+9 is the keyboard shortcut to unhide rows.

1. How to hide rows containing blank cells?

Solution: Select the data range which contains the blank cells you want to hide.

Then click Home > Find & Select > Go to Special

And in the Go to Special dialog, select Blanks option, and then click OK button.

All of the blank cells in the selection will be selected

Then press Ctrl + 9 keys together to hide the rows which have blank cells.

1. What are the steps to hide the duplicate values using conditional formatting in Excel?

Solution: Select the range where you want to apply conditional formatting.

Open the home tab

From conditional formatting

Go to highlight cells rules

Select duplicate values

A dialogue box will pop up

From there select Duplicate in Format cells that contain: and custom format in values with.

Another dialog box will pop up to choose the format.

From there you can select any, but to hide duplicates you will need to choose the same as of your cell

click OK on the first dialog box of Duplicate Values.

all the duplicates’ values are hidden including the first occurrence