

# Advance Excel Assignment 4

**1. To use the ribbon commands, what menu and grouping of commands will you**

**find the Insert and Delete command?**

**Ans** -In Microsoft Office applications like Word or Excel, you'll find the Insert and Delete commands in the "Home" tab on the ribbon. They are typically grouped under the "Cells" or "Rows & Columns" group in Excel, and under the "Paragraph" or "Illustrations" group in Word. The exact location may vary slightly depending on the version of the application you're using. If you're looking for something specific, feel free to ask!

**2. If you set a row height or column width to 0 (zero), what happens to the row and column?**

**Ans** - Setting a row height or column width to 0 (zero) essentially hides the row or column. It becomes so narrow or short that it's not visible within the worksheet. The data in that row or column is still present, but it won't be displayed on the screen. This can be a handy way to hide certain data temporarily without actually deleting it. If you want to unhide the row or column later, you can adjust the row height or column width back to a non-zero value.

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

**Ans** - Changing the height and width of cells in a spreadsheet can be important for several reasons:

**1. Fit Content:** Adjusting the height of a row or the width of a column allows you to make the content within the cell visible and readable. This is particularly useful when the content is larger than the default size, ensuring that all information is properly displayed.

**2. Aesthetic Presentation:** Controlling cell dimensions contributes to the overall look and feel of your spreadsheet. You might want to make certain rows or columns larger or smaller for visual appeal or to create a more organized layout.

**3. Print Layout:** When preparing a spreadsheet for printing, adjusting cell dimensions can help in fitting the data onto pages more effectively. You may want to set specific row heights or column widths to ensure a neat printout.

**4. Merged Cells:** If you have merged cells, adjusting the height and width becomes crucial for properly formatting and presenting the merged content.

**5. Customization:** Tailoring cell dimensions allows you to customize the appearance of your spreadsheet to meet your specific needs. It's about presenting data in a way that makes sense and is visually pleasing.

Remember that while changing cell dimensions can be beneficial, excessive adjustments might make your spreadsheet harder to navigate or understand. Striking a balance between aesthetics and functionality is key.

#### **4. What is the keyboard shortcut to unhide rows?**

**Ans - In Microsoft Excel, to unhide rows, you can use the following keyboard shortcut:**

1. Select the rows above and below the hidden rows.
2. Press `Ctrl` + `Shift` + `9`.

This keyboard shortcut will unhide the selected rows. Alternatively, you can use the following steps:

1. Select the rows above and below the hidden rows.
2. Right-click on the selected rows.
3. Choose "Unhide" from the context menu.

Both methods will effectively unhide the hidden rows in Excel.

#### **5. How to hide rows containing blank cells?**

**Ans - In Excel, you can easily hide rows containing blank cells by using the "Filter" feature. Here's a step-by-step guide:**

1. Select the range of cells or rows that you want to filter.
2. Go to the "Data" tab on the ribbon.
3. Click on the "Filter" button. This will add filter arrows to the top row of your selected range.

Now, for each column, you can filter out the blank cells:

4. Click on the filter arrow in the column header.
5. In the dropdown menu, uncheck the box next to "Blanks." This will hide the rows where the selected column has blank cells.
6. Repeat this process for each column where you want to hide rows with blank cells.

To clear the filter and show all rows again:

7. Go back to the "Data" tab and click on the "Clear" button in the "Sort & Filter" group.

This method allows you to temporarily hide rows with blank cells without deleting the data. If you want to permanently remove the rows, you may consider using the "Go To Special" feature to select and delete blank cells.

#### **6. What are the steps to hide the duplicate values using conditional formatting in excel?**

**Ans** - You're almost there! Hiding duplicate values using conditional formatting doesn't directly hide the rows but highlights or formats the duplicate values, making it easier to identify and take further action. Here are the steps:

**1. Select the range of cells:**

Highlight the range of cells where you want to identify and format duplicates.

**2. Go to the "Home" tab:**

Navigate to the "Home" tab on the Excel ribbon.

**3. Click on "Conditional Formatting":**

Under the "Home" tab, find the "Conditional Formatting" option in the toolbar.

**4. Choose "Highlight Cells Rules":**

From the "Conditional Formatting" menu, choose "Highlight Cells Rules."

**5. Select "Duplicate Values":**

In the "Highlight Cells Rules" submenu, click on "Duplicate Values."

**6. Choose formatting options:**

A dialog box will appear where you can choose the formatting options for the duplicate values. You can pick a format, such as a different font color or cell fill color.

**7. Click "OK":**

Once you've selected your formatting options, click "OK" to apply the conditional formatting.

Now, Excel will highlight the duplicate values in the selected range with the formatting you specified. To make them stand out even more, you can choose bold colors or unique fonts.

Remember, this method doesn't hide the rows but makes it visually apparent which values are duplicates. If you want to filter or remove the duplicate rows, you can use the "Remove Duplicates" feature under the "Data" tab.