Advance Excel Assignment 4

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

A. in HOME menu under the CELLS group we find the INSERT and DELETE command.

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

A. The row or column gets shrinked between the two adjacent rows(horizontally) or columns(vertically).

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

A. Yes we do need to change the height and width of a cell to fit the data well in the cell because sometimes the datas that are entered in a cell is more than the actual default height and width of the cell. Therefore some information is displayed and some are hidden from the user. So we change the heught and width of the cell accordingly.

4. What is the keyboard shortcut to unhide rows?

A. Ctrl + Shift + 9

For hiding Ctrl+9

5. How to hide rows containing blank cells?

A. click on any cell within the range of the data which you desire to hide. Select Find & Select option from HOME menu and then click on GO TO SPECIALS. Then select BLANKS option and hence all the blank cells are selected. Then enter Ctrl+9 to hde all the rows with blank cells.

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

A.

* select the range of cells in which the operation is to be performed.
* Click on conditional formatting option under the HOME menu.
* Then select new rule option.
* Click *Use a formula to determine which cells to format*.
* In the formula box which opens up type =A2=A1.
* Click the format button.
* Select colours (white to hide)
* Click ok>ok.

Works only on sorted data.