**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. Insert and Delete commands is present in a ribbon bar home tab, so insert and Delete buttons are part of the Cell group.

Insert cell command is **(Ctrl+shift+=)**

Delete cell command is **(Ctrl+-)**

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

Ans. If we set row height or column width to 0, then row and column will be Hide.

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

Ans. Sometime it’s necessary to change Row width and Column height to fit data. When cell contain more text.

1. What is the keyboard shortcut to unhide rows?

Ans. Shortcut to unhide rows is **Ctrl+shift+9.**

1. How to hide rows containing blank cells?

Ans. Go To home tab > select cell group > select format > choose **Hide & Unhide** by Rows.

Shortcut to Hide Blank Rows is **Ctrl+9.**

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

Ans. First select data > Select conditional formatting > Click on Highlight cell rules > Click on Duplicate Values.