**Advance Excel Assignment 4**

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

In Microsoft Excel, the Insert and Delete commands can be found on the "Home" tab of the ribbon, which is the default tab that appears when you open Excel.

The commands are in the "Cells" grouping of commands, which is located on the right-hand side of the ribbon. To insert a new row, column, or cell, click on the "Insert" command, which is represented by an icon of a sheet of paper with a green plus sign. To delete a row, column, or cell, click on the "Delete" command, which is represented by an icon of a sheet of paper with a red X.

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

If you set the row height or column width in Excel to 0 (zero), the row or column will be hidden from view. This can be useful when you want to temporarily hide a row or column that contains data or formulas that you don't need to see, without deleting the data or formulas.

To set the row height to 0, right-click on the row number on the left side of the worksheet, select "Row Height," and enter 0 in the "Row Height" dialog box. To set the column width to 0, right-click on the column letter at the top of the worksheet, select "Column Width," and enter 0 in the "Column Width" dialog box

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

There may be a need to change the height and width of a cell in Excel in order to make the data or text within the cell more visible or to improve the appearance of the worksheet.

For example, if a cell contains a large amount of text, increasing the row height can make the text more visible and easier to read. Similarly, if a cell contains a large number or a long string of characters, increasing the column width can make the data more visible and easier to read.

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

Ctrl+Shift+9

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

1. Select the range of cells that you want to hide rows for.
2. Click on the "Data" tab in the ribbon.
3. Click on the "Filter" button in the "Sort & Filter" group.
4. Click on the filter arrow in the header of the column that contains the blank cells.
5. In the filter drop-down menu, uncheck the box next to the "(Blanks)" option. This will hide all the rows that contain blank cells in that column.
6. Repeat this process for any other columns that contain blank cells that you want to hide rows for.

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

To filter the range to show only the unique values, select the range of cells, then click on the "Data" tab in the ribbon and select "Advanced" in the "Sort & Filter" group. In the "Advanced Filter" dialog box, choose "Copy to another location", select a cell where you want to copy the unique values, check the "Unique records only" box, and click "OK". This will copy only the unique values from the selected range to the specified cell, and you can then hide the original range containing the duplicate values.