**Advance Excel Assignment 4**

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

**find the Insert and Delete command?**

So, the Insert, the Delete and the Format buttons are part of the Cells group. This group of the Home Tab ribbon holds the sixth position. Hence, as discussed earlier in the posts, like the Styles group; the buttons in the Cells-group also have Drop down list menu.

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

**column?**

For rows - if you set the row height to 0 (zero), Excel will hide the row.

For columns - If you set the width to 0 (zero), Excel hides the column.

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

It is necessary to change width and height in excel **to fit the data**. 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.

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

**Press and hold down the Ctrl and the Shift keys on the keyboard**. Press and release the number 9 key without releasing the Ctrl and Shift keys. The hidden row(s) will become visible.

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

To hide rows that contain any blank cells, proceed with these steps:

1. Select the range that contains empty cells you want to hide.
2. On the *Home* tab, in the *Editing* group, click *Find & Select* > *Go To Special*.
3. In the *Go To Special* dialog box, select the **Blanks** radio button, and click *OK*. This will select all empty cells in the range.
4. Press Ctrl + 9 to hide the corresponding rows.

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

**excel?**

To highlight all the duplicate values, follow these steps:

1. Select the cells to format.
2. On the Ribbon's Home tab, click Conditional Formatting.
3. Click Highlight Cell Rules, then click Duplicate Values.
4. Select one of the formatting options, and click OK.