

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. To use the ribbon commands for Inserting and Deleting in Excel, you will find them in the "Home" menu tab, specifically in the "Cells" group.

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) in Excel hides the row or column, making it invisible in the worksheet. Although data is present in it.

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

Ans. Changing the height and width of cells in Excel is essential for content fit, formatting, readability, and proper spreadsheet printing.

4. What is the keyboard shortcut to unhide rows?

Ans. Ctrl + Shift + 9

5. How to hide rows containing blank cells?

Ans. To hide rows containing blank cells in Excel, follow these steps:

Select the range of cells or rows you want to evaluate for blanks.

Press "Ctrl + G" to open the "Go To" dialog box.

Click on the "Special" button.

In the "Go To Special" dialog box, select the "Blanks" option and click "OK."

Right-click on any of the selected blank cells and choose "Hide" from the context menu.

This will hide the rows that contain blank cells, providing a condensed view of your data.

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

Ans. To hide duplicate values using conditional formatting in Excel, select the range, go to Conditional Formatting > Highlight Cells Rules > Duplicate Values, choose "Custom Format," enable the "Hidden" font option, and apply the formatting. Duplicates will be hidden while unique values remain visible for

analysis.

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