ASSIGNMENT-4

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

ANSWER:

By setting row height or column width to zero, excel will hide the row and column.

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

ANSWER.

It is necessary to change the height and width of cell to fit the data into cell because 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.

3. What is the keyboard shortcut to unhide rows?

ANSWER:

Ctrl + Shift + 9 IS Keyboard shortcut to unhide rows.

4. How to hide rows containing blank cells?

ANSWER:

 By selecting the rows you want to hide and then going to the Home tab > Cells group > Format > Hide & Unhide > Hide Rows.