Advance Excel Assignment 4

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

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

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

4. What is the keyboard shortcut to unhide rows?

5. How to hide rows containing blank cells?

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

1. The Insert & Delete commands could be found under Home, the most popular bar that is displayed by default when we open excel.
2. It sets to the default width or height if you set a row height or column width to zero.
3. The feasibility of changing the width & height in excel is very handy, it is mainly important to fit the data into cells.

Whenever we try to insert lengthy data, few characters are displayed while the others are hidden from the user thus being this feature very useful.

1. Ctrl + Shift + 9 is the keyboard shortcut to unhide rows in Excel.
2. To hide rows containing blank cells do the following:
3. Select the data range which contains the blank cells you want to hide
4. Click home > find & select > Go to special
5. In the Go to Special dialog, select the Blanks option & then click on OK
6. All the blank cells in the selection will be selected
7. Then press Ctrl + 9 keys together to hide the rows which have blank cells.
8. To hide the duplicate values using conditional formatting in excel, perform the following:
9. Select the range containing the duplicate values
10. Click Conditional Formatting > Highlight Cells Rules > Duplicate Values under the Home Tab
11. In the Duplicate Values dialog box, select Custom Format in the values with the drop-down list, then click on OK
12. In the Format Cells dialog box, go to the Font tab, and in the Color drop-down list, choose a font color that matches the background color of the selected range cell. And finally, click the OK button
13. Finally, all duplicate records in selected range are hidden.