**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:** in the Home tab

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

column?

**Ans:** that row & column hide

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

**Ans:** To fit the data height & width

4. What is the keyboard shortcut to unhide rows?

**Ans**: After selecting all rows & column. Do Ctrl + Shift + 9

5. How to hide rows containing blank cells?

**Ans**: Select the data range which contains the blank cells to hide.

click Home > Find & Select > Go To Special dialog, select Blanks option, and then click OK button

then press Ctrl + 9 keys together to hide the rows which have blank cells

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

excel?

**Ans**: Select the range want to hide duplicates.

click **Conditional Formatting > Highlight Cells Rules > Duplicate Values**under **Home**tab.

In the **Duplicate Values** dialog box, select**Custom Format** in the **values with** drop-down list, and then click the **OK** button

In the **Format Cells** dialog box, go to the **Font** tab, and in the **Color** drop-down list, choose a font color which matches the background color of selected range cell. And finally click the **OK** button.

When it returns to the Duplicate Values dialog box, click the OK button