**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**- The Insert and Delete commands are part of the Cells group in the Home tab    ribbon. The Cells group also includes the Format command.

To add or remove a cell, you can:

* Go to the Home menu
* Select the Cells grouping of commands
* Click Insert to add or delete to remove

1. **Insert Command:**

* Menu: You will find the "Insert" command under the "Insert" tab on the ribbon.
* Grouping of Commands: The commands related to inserting various elements like tables, pictures, links, etc., are grouped together under the Insert" tab.

1. **Delete Command:**

* Menu: The "Delete" command is typically not directly on the ribbon as its own tab. Instead, it's often part of context menus or specific groups within other tabs.
* Grouping of Commands: The delete or remove commands are usually found in groups related to the type of content you want to delete. For example, you might find delete options when you right-click on an object or in a "Editing" or "Home" tab

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

**Ans** - If you set a row height or columns width to be zero , in this case rows or columns become hidden.This can be useful for organizing data or hiding unnecessary information while still keeping the data in the background. If you need to unhide the row or column, you can adjust the height or width back to a non-zero value.

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

**Ans**- It is important to change the width and height of the excel data in order to fit the data. In the excel by default give the equal width and height with respect to columns and rows. Whenever we enter the lengthy data, few characters will get displayed and the rest of them will be hidden to the user. So, for this reason we change the height and width according to our need. There is also other reason point is mentioned here-

* Printing
* Formatting and Aesthetics
* Customization
* Merged Cells

4. What is the keyboard shortcut to unhide rows?

**Ans**- The keyboard for unhiding the rows in the Microsoft excel is “ **Ctrl+shift+9**” .  We first need to select the one row either of the hidden row, and apply the shortcut to see the unhide rows.

5. How to hide rows containing blank cells?

**Ans**- There are many ways to do so , but most commonly we use the two methods-

**First methods-**

* Select the rows
* Apply the filter either using the shortcut (Ctrl+Shift+L) or the Using the **HOME TAB→ EDITING OPTION and apply the filter**
* Click on the "Filter" button. This will add filter dropdowns to the top row of your selected data.
* Apply the filter for the blank cell.

**Second methods-**

In this methods we simply unhide the rows directly, the methods are -

* Select the range that contains the empty cells you want to hide(for this we use the select the rows and use the Ctrl in order to select the non correspondent cell).
* On the Home tab, in the Editing group, click Find & Select > Go To Special
* In the Go To Special dialog box, select the Blanks radio button, and click OK
* Press Ctrl + 9 to hide the corresponding rows

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

**Ans**- The steps are given below by which you can perform the task-

1. **Select the Range:**

Select the range of cells where you want to identify and hide duplicate    values.

1. **Go to the "Home" Tab:**

Navigate to the "Home" tab in the Excel ribbon.

1. **Click on "Conditional Formatting":**

Click on the "Conditional Formatting" option in the ribbon.

1. **Choose "Highlight Cells Rules":**

Hover over "Highlight Cells Rules" in the dropdown menu.

1. **Select "Duplicate Values":**

Choose "Duplicate Values" from the submenu.

1. **Set Formatting:**

A dialog box will appear. Choose the formatting options you prefer for highlighting duplicate values. You can choose a font color, cell fill color, or both

1. **Click "OK":**

After following these steps, Excel will highlight or format the duplicate values in the selected range according to your chosen formatting options. However, please note that this process highlights the duplicate values rather than hiding them.