**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: -** Home menu: (This is most popular bar and displayed by default when excel is opened) >

Cells group (It contain Insert cell, Delete cell and Format option).

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

**Ans: -** Excel will hide the row.

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

**Ans: -** 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. It is necessary to change the rows and columns height and width to have a good presentation in excel.

1. **What is the keyboard shortcut to unhide rows?**

**Ans: -** Ctrl + Shift + 9

1. **How to hide rows containing blank cells?**

**Ans: -** Select the cell you want to hide rows and press Ctrl + 9.

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

**Ans: -** a. Select the range you want to hide duplicates.

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

C. There after open a dialog box, select Custom Format in the values with drop-down list, and then click the OK button.