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:- To use the ribbon commands in Excel, we can find the Insert and Delete commands in the Home tab of the ribbon. The command is located in the [Cells] group and the [Delete] command is located in the [Cells] group as well. We can also use keyboard shortcuts to insert or delete rows and columns. To insert a row, select any cell within the row, then go to Home > Insert > Insert Sheet Rows or right-click the row number and select [Insert]. To delete a row, select any cell within the row, then go to Home > Delete > Delete Sheet Rows or right-click the row number and select [Delete].

2. If you set a row height or column width to 0 (zero), what happens to the row and column?
Ans:- If we set a row height or column width to 0 (zero), the row or column will be hidden in Excel. We can unhide the row or column by setting the row height or column width to a value greater than 0.

3. Is there a need to change the height and width in a cell? Why?
Ans:- We can change the height and width of a cell in Excel to make the data fit better. For example, we can increase the row height to make the text more readable or decrease the column width to fit more columns on a page. We can also use the row height and column width to create a square grid.

4. What is the keyboard shortcut to unhide rows?
Ans:- The keyboard shortcut to unhide rows in Excel is Ctrl + Shift + 9.

5. How to hide rows containing blank cells?
Ans:- We can hide rows containing blank cells in Excel by selecting the range that contains empty cells we want to hide, then 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. Finally, press Ctrl + 9 to hide the rows.

6. What are the steps to hide the duplicate values using conditional formatting in excel?
Ans:- To hide the duplicate values using conditional formatting in Excel, we can follow these steps:

- Select the range of cells that we want to check for duplicates.
- On the Home tab, in the Styles group, click on the Conditional Formatting dropdown.
- Click on Highlight Cells Rules, then click on Duplicate Values.
- In the Duplicate Values dialog box, select the formatting style that we want to apply to the duplicate values, then click OK.