**ADVANCE EXCEL ASSIGNMENT - 4**

**Q1. To use the ribbon commands, what menu and grouping of commands will you find the Insert and Delete command?**

**Ans.** In Microsoft Excel, the "Insert" and "Delete" commands can be found in the "Home" tab on the Ribbon. They are typically located in the "Cells" group. Here's how to find them:

1. **Insert Command:**
   * Go to the "Home" tab on the Ribbon.
   * Look for the "Cells" group. Within this group, you should find the "Insert" command. The "Insert" command is used to insert cells, rows, or columns.
2. **Delete Command:**
   * Similarly, in the "Home" tab, navigate to the "Cells" group.
   * You will find the "Delete" command within this group. The "Delete" command is used to delete cells, rows, or columns.

**Q2. If you set a row height or column width to 0 (zero), what happens to the row and column?**

**Ans.** Setting the row height or column width to 0 (zero) in Excel effectively hides the row or column.

**Q3. Is there a need to change the height and width in a cell? Why?**

**Ans.** Yes, there can be several reasons to change the height and width of cells in Excel. Here are some common scenarios where adjusting the height and width of cells is necessary:

* + Text Fit and Alignment
  + Merging Cells
  + Formatting for Printing
  + Customizing Cell Size for Data
  + Fitting Data to Cells
  + Enhancing Readability

**Q4. What is the keyboard shortcut to unhide rows?**

**Ans.** Following keyboard shortcut can be used to unhide rows:

* + Press and hold the **Shift** key, press the **Spacebar** key to select the entire row.
  + Right-click on any of the selected row numbers.
  + From the context menu that appears, choose "Unhide."

**Q5. How to hide rows containing blank cells?**

**Ans.** To hide rows containing blank cells in Microsoft Excel, you can use the following steps:

* + Press Ctrl + A to select the entire sheet.
  + Go to the "Data" tab on the Ribbon.
  + Click on the "Filter" button. This will add filter dropdowns to the header row of each column.
  + Click on the filter dropdown in the column containing the data you want to check for blanks.
  + Unselect all the values in the filter dropdown except for the blank or empty option. This will filter the rows to show only those with blank cells in the selected column.
  + Select the rows that are now visible after applying the filter.
  + Right-click on the selected rows.
  + Choose "Hide" from the context menu.
  + Click on the filter button in the column header again.
  + Choose "Clear Filter".

**Q6. What are the steps to hide the duplicate values using conditional formatting in excel?**

**Ans.** To hide duplicate values using conditional formatting in Excel, the steps are as follows:

* + Select the range of cells where you want to identify and hide duplicate values.
  + Go to the "Home" tab on the Ribbon.
  + Click on "Conditional Formatting" in the toolbar.
  + From the dropdown menu, choose "Highlight Cells Rules."
  + In the submenu, select "Duplicate Values." This will open the "Duplicate Values" dialog box.
  + In the "Duplicate Values" dialog box, you can choose the formatting options for the duplicate values. For example, you can select a fill color or font color to highlight the duplicates.
  + Click "OK" to apply the formatting. Now, Excel will highlight the duplicate values in the selected range based on the formatting you specified.
  + With the duplicated values highlighted, you can now hide them.
  + Select the column or rows with the highlighted duplicates.
  + Right-click and choose "Hide" from the context menu.

Now, the duplicate values are hidden from view.