

Excel Assignment: 4

1) To use the ribbon command, what menu and grouping of commands will you find the insert and delete command?

(i) Select any cell within the row, then go to home > insert > insert sheet rows or delete sheet rows.

(ii) Alternatively, right-click the row number, and then select or delete.

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

(i) Column: The value or number of the column width is the number of characters that can be displayed in a cell. Excel will default the width to 8 characters. We can set the width to 0 (Zero), Excel hides the column.

(ii) Rows: The default height is 12.8. If we set the row height to 0 (Zero), Excel will hide the row.

3) Is there a need to change the height and width in cell? why?

It is necessary to change width and height in excel to fit the data. Excel by default provide equal width and height with respect to columns and rows. 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.

On the home tab, in the cells group, click format. Under cell size, click row height. In the row height box, type the value that you want, and then click ok.

What is the keyboard shortcut to unhide rows?
Keyboard shortcuts:

Ctrl + Shift + 9 = Hidden rows.

Ctrl + Shift + 10 = Hide column

If we want to unhide the rows, we can use the same keyboard shortcuts, but with the shift key included. to unhide rows that have been hidden with the first shortcut (Ctrl + 9).

How to Hide rows containing blank cells? (i) Select the range that contains empty cells you want to hide.

(ii) On the home tab, in the editing group, click Find & Select > Go to Special.

(iii) In the Go to Special dialog box, select the blanks radio button, and click ok.

(iv) press Ctrl + 9 to hide corresponding rows.

What are the steps to Hide duplicate values using Conditional formatting in Excel?

(i) Select the cells you want to check for duplicates

(ii) Click Home > Conditional Formatting > Highlight Cells Rules > Duplicate values.

(iii) In the box next to values with, pick the formatting you want to apply to the duplicate values, and then click ok.