**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. They are usually located in the "Cells" or "Cells".

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

Ans. It sets to the default width or height.

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

Ans. 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.

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

Ans.

1. Select the range that contains empty cells you want to hide.
2. On the Home tab, in the Editing group, click Find & Select > Go To Special.
3. In the Go To Special dialog box, select the Blanks radio button, and click OK. ...
4. Press Ctrl + 9 to hide the corresponding rows.

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

Ans. To unhide all rows and columns, select the whole sheet as explained above, and then press Ctrl + Shift + 9 to show hidden rows and Ctrl + Shift + 0 to show hidden columns.

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

Ans.

1. Select the range of cells where you want to apply the conditional formatting.  
2. Go to the "Home" tab in the ribbon.  
3. Click on the "Conditional Formatting" button in the "Styles" group. A dropdown menu will appear.  
4. From the dropdown menu, select "Highlight Cells Rules," and then choose "Duplicate Values."  
5. In the "Duplicate Values" dialog box, you can customize the formatting options if needed. By default, Excel will highlight the duplicate values, but we want to hide them. To do this, select "Unique" from the dropdown menu.  
Click on the "OK" button to apply the conditional formatting. The duplicate values will now be hidden.