

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 : To insert and delete command, we can go to Home → Cells and under cells group, you can find the option of insert and delete on by right clicking on respective rows or columns.

Q2> 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, then Excel will hide the respective row and column.

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

Ans : Yes, there's a need to change the height and width in a cell to fit the data in a cell and to remove clumsiness of the data when large data is entered in a cell.

Q4> What is the keyboard shortcut to unhide rows?

Ans: Keyboard shortcut is -
" CTRL + SHIFT + 9 "

Q5> How to hide rows containing blank cells?

Ans: We can hide rows containing blank cells by following steps -

- (i) Select data range which contains blank cells you want to hide.
- (ii) Click on Home then Find & Select option, then Go To Special...
- (iii) In Go To Special dialog, select Blanks option, then click OK button.
- (iv) Then all blank cells will be highlighted and by pressing " CTRL + 9 " we can hide the respective blank cells.

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

Ans: Steps are :-

- (i) Select range you want to hide duplicate.
- (ii) Under HOME tab and style icon, click on Conditional Formatting > Highlight cells Rules > Duplicate Values
- (iii) In Duplicate Values dialog box, select Duplicate and values with accordingly.
- (iv) Click OK button and it will hide duplicate.