

## **EXCEL ASSIGNMENT 4**

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

In Excel, you can find the Insert and Delete commands on the "Home" tab of the ribbon. These commands are typically located in the "Cells" group, which is in the "Editing" section of the "Home" tab. Here's how to locate them:

- Open Excel.
- Look for the "Home" tab in the ribbon at the top of the Excel window.
- Within the "Home" tab, navigate to the "Editing" section. You may need to scroll to the right if your screen resolution is limited.
- In the "Editing" section, you will find the "Insert" and "Delete" commands.

The "Insert" command is used to insert various elements such as rows, columns, cells, or specific objects like charts and images. The "Delete" command is used to delete cells, rows, columns, or specific objects from your Excel worksheet.

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

In Excel, if you set the row height or column width to 0 (zero), the row or column essentially becomes hidden. Here's what happens:

- **Row Height:** When you set a row's height to 0, the row becomes hidden, and you won't see it within the worksheet. However, it's important to note that the data in the hidden row is not deleted; it's still there in the background. You can unhide the row by resetting its height to a value greater than 0.
- **Column Width:** Similarly, if you set a column's width to 0, the column becomes hidden, and you won't see it within the worksheet. Again, the data in the hidden column remains intact, and you can unhide the column by adjusting its width to a value greater than 0.

To unhide a hidden row or column:

- **Row:** Right-click on the row number header of the hidden row (e.g., the row number on the left side), then select "Unhide" from the context menu.
- **Column:** Right-click on the column letter header of the hidden column (e.g., the column letter at the top), then select "Unhide" from the context menu.

This will bring back the previously hidden row or column, making it visible once again with its original data. Setting row height or column width to 0 is a way to temporarily hide rows or columns in Excel without deleting the data, which can be useful when you want to focus on specific parts of your worksheet or hide sensitive information.

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

In Excel, changing the height and width of cells (rows and columns) can be necessary for various reasons:

**Formatting and Presentation:** Adjusting cell height and width is often necessary to format and present your data in a readable and visually appealing manner. You might want to make cells taller to accommodate text with more lines or wider to display long numbers or text without wrapping.

**Alignment:** Changing cell height and width can help you align and position data within cells more effectively. You can center content both vertically and horizontally in cells with the right dimensions.

**Merged Cells:** Merging cells is a common practice in Excel to create headings or labels that span multiple columns or rows. To do this, you need to adjust the height and width of merged cells to fit the content appropriately.

**Wrapping Text:** When text in a cell is too long to fit within the default cell width, you can wrap the text to display it on multiple lines within the same cell. This often requires adjusting the cell's height to display all the wrapped text properly.

**Resizing for Graphics:** If you're working with charts, images, or other graphic elements in Excel, you may need to adjust cell dimensions to accommodate these objects.

**Customizing Print Layout:** Modifying row heights and column widths can be crucial when setting up Excel worksheets for printing. You might want to make sure the data fits neatly on printed pages or that specific content appears in certain areas of the printout.

**Data Validation Drop-down Lists:** When you create drop-down lists for data validation, you may need to adjust the height of cells containing these lists to make the options easily accessible to users.

**Hiding and Unhiding Rows/Columns:** As mentioned in a previous response, you might want to hide rows or columns temporarily by setting their height or width to zero. Later, you can unhide them by resetting the dimensions.

**Freezing Panes:** When you freeze panes to keep rows or columns visible while scrolling through a large worksheet, Excel may automatically adjust the row heights and column widths to maintain the frozen sections' visibility.

Overall, changing cell height and width in Excel is a fundamental aspect of formatting and organizing your data, ensuring that it is both visually appealing and functional for data analysis, reporting, and presentation.

### 4. What is the keyboard shortcut to unhide rows?

To unhide rows in Excel using a keyboard shortcut, you can follow these steps:

Select the rows above and below the hidden rows that you want to unhide. In other words, click on the row numbers of the visible rows that surround the hidden rows. Once the rows are selected, press the following keyboard shortcut:

**Ctrl + Shift + 9** (Windows)

**Command + Shift + 9** (Mac)

This keyboard shortcut will unhide the selected rows, making them visible again.

## 5. How to hide rows containing blank cells?

To hide rows containing blank cells in Excel, you can use the "AutoFilter" feature to filter out the rows with empty cells in a specific column. Here are the steps to do this:

- Select the entire data range in your worksheet or click on the column header where you want to filter for blank cells. If you want to hide entire rows containing blank cells in any column, select the entire worksheet.
- Go to the "Data" tab in the Excel ribbon.
- In the "Sort & Filter" group, click on the "Filter" button. This will enable filters for your selected range or column(s). You will see drop-down arrows appear in the column headers.
- Click the drop-down arrow in the column you want to filter for blank cells.
- In the filter options, uncheck the "Select All" option if it's selected.
- Check the box labeled "Blanks" or "Empty," depending on your Excel version. This will filter the rows that contain blank cells in the selected column.
- Click the "OK" button or press Enter.

Now, Excel will display only the rows that have blank cells in the selected column, and the other rows will be hidden. To unhide the previously hidden rows, you can repeat the above steps and choose the "Select All" option in step 5 to clear the filter, or you can manually unhide the rows if needed.

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

To hide duplicate values using conditional formatting in Excel, you can use the following steps:

- **Select the Range:** First, select the range of cells in which you want to find and hide duplicate values.
- **Open Conditional Formatting:** Go to the "Home" tab on the Excel ribbon.
- **Click on Conditional Formatting:** Click on the "Conditional Formatting" button in the "Styles" group.
- **Choose "New Rule":** In the dropdown menu, choose "New Rule" to open the New Formatting Rule dialog box.
- **Select "Use a formula to determine which cells to format":** In the New Formatting Rule dialog box, select this option.
- **Enter the Formula:** In the "Format values where this formula is true" field, enter a formula to identify duplicate values. You can use a formula like the following, assuming your range starts in cell A1:

**=COUNTIF(\$A\$1:\$A\$100,A1)>1**

This formula checks if the count of the value in the current cell (A1 in this case) within the specified range (\$A\$1:\$A\$100) is greater than 1, indicating that it's a duplicate.

- **Set the Format:** Click the "Format" button to define the formatting for duplicate values. You can choose a different font color, fill color, or any other formatting you prefer for the duplicates. For example, you might choose to set the font color to white (to make the text invisible) or fill color to match the cell background to effectively hide the duplicates.

- **Click OK:** After defining the format, click "OK" to confirm your choices.
- **Apply the Rule:** In the New Formatting Rule dialog box, you'll see a preview of how the formatting will be applied. Click "OK" again to apply the conditional formatting rule.

Now, Excel will apply the chosen formatting to all cells that contain duplicate values within the selected range. Those duplicates will be visually hidden based on your formatting choices. You can always adjust the formatting or clear the conditional formatting rule if needed.