**ASSIGNMENT-4**

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

The Insert and Delete commands are located in the **Home** tab under the **Cells** group.

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

When you set the height of a row or width of a column to 0, the row or column becomes hidden. However, the data within the hidden row or column is still present and can be unhidden later.

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

No, there is no need to change the height and width of a cell. Cell size is determined by the height of the row and width of the column it belongs to.

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

The keyboard shortcut to unhide rows is **Ctrl+Shift+Minus**.

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

1. **Filter the data:** Sort the data by the column containing the blank cells.
2. **Select the blank cells:** Select the rows containing blank cells.
3. **Hide the rows:** Right-click on the selected rows and choose "Hide."

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

1. **Select the data range:** Select the range of cells containing the data you want to check for duplicates.
2. **Apply conditional formatting:** Go to the "Home" tab, click on "Conditional Formatting," then select "Highlight Cells Rules" > "Duplicate Values."
3. **Choose formatting:** Select the desired formatting for duplicate values (e.g., a fill color).
4. **Hide duplicate rows:** Sort the data by the column where you applied conditional formatting. Select the rows with the duplicate formatting and hide them.