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: Home > Cells.

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

Ans: When we set a row height or column width to 0, it hides the row or column.

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. It is necessary to change the rows and columns height and width to have a good presentation in excel.

4. What is the keyboard shortcut to unhide rows?

Ans: Ctrl + Shift +9 is the keyboard shortcut to unhide rows.

5.   How to hide rows containing blank cells?

Ans: To hide rows that contain any blank cells, proceed with

these steps:

Select the range that contains empty cells we want to hide.

1. On the Home tab, in the Editing group, click Find & Select > Go To Special.

2. In the Go To Special dialog box, select the Blanks radio button, and click OK. This will select all empty cells in the range.

3. Press CTRL+9 to hide the corresponding rows.

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

Ans: The steps to hide the duplicate values using conditional formatting in excel are as follows:

1. Select the range we want to hide duplicates.

2. Then click **Conditional Formatting** > **Highlight Cells Rules** > **Duplicate Values** under **Home** tab.

3. In the **Duplicate Values** dialog box, select **Custom Format** in the **values with** drop-down list, and then click the **OK** button.

4. In the **Format Cells** dialog box, go to the **Font** tab, and in the **Color** drop-down list, choose a font color which matches the background color of our selected range cell. And finally click the **OK** button.