

# Advance Excel 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 can be found in the **Home** tab of the ribbon under two specific sections:

- **Insert:**
  - You can find it in the **Cells** group.
  - The **Insert** button allows you to insert rows, columns, or cells into your worksheet.
- **Delete:**
  - It is also located in the **Cells** group, right next to the **Insert** button.
  - The **Delete** button allows you to delete rows, columns, or cells.

These commands let you manage your worksheet layout by adding or removing elements.

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

If you set a **row height** or **column width** to 0 (zero):

- The **row** or **column** becomes **invisible**, but it is still there. It won't show any content, and you won't be able to see or select the data within that row or column unless you change the height or width again.
- **Row Height of 0:** The row is effectively hidden, and any data in that row is not visible.
- **Column Width of 0:** The column is effectively hidden, and any data in that column is not visible.

To make the row or column visible again, just increase the height or width.

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

Yes, you might need to change the **height** and **width** of a cell for several reasons:

- **To fit content:** If the content (such as text or numbers) in a cell is too large to fit within the default cell size, adjusting the height or width will ensure that the content is fully visible.
- **To improve readability:** Adjusting the size of rows and columns can make your worksheet look cleaner and more organized.
- **To match design or formatting needs:** Sometimes, you want to align data or create specific layouts, and adjusting the cell sizes helps achieve that.

You can adjust **row height** or **column width** manually or use **AutoFit** to automatically adjust it based on the content.

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

The keyboard shortcut to **unhide rows** in Excel is:

1. Select the rows around the hidden row(s). For example, if row 5 is hidden, select row 4 and row 6.
2. Press **Ctrl + Shift + 9**.

This will **unhide** the hidden rows between the selected rows. If no rows are hidden, nothing will happen.

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

To hide rows that contain blank cells:

1. Select the range of rows you want to check.
2. Use the **Find & Select** feature:
  - Go to the **Home** tab.
  - Click **Find & Select** in the **Editing** group, then choose **Go To Special**.
  - In the Go To Special dialog, select **Blanks** and click **OK**.
3. This will select all the blank cells within the chosen range. Afterward:
  - Right-click on any of the selected blank cells and choose **Delete**.
  - In the Delete dialog, choose **Entire Row** and click **OK**.

This will remove rows that contain blank cells. If you just want to hide them instead of deleting them, you can use **Filter** (or manually hide them) to keep only non-blank rows visible.

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

To **highlight and hide duplicate values** using **Conditional Formatting** in Excel, follow these steps:

1. **Select the range** of cells where you want to identify duplicate values.
2. Go to the **Home** tab and click on **Conditional Formatting** in the **Styles** group.
3. Choose **Highlight Cells Rules** from the dropdown.
4. Select **Duplicate Values** from the options.
5. In the **Duplicate Values** dialog, choose the format for highlighting duplicates (e.g., a specific color).
6. Click **OK**.

To **hide the duplicates** after applying conditional formatting, you can:

- Use the **Filter** feature to show only unique values.
  - Go to the **Data** tab.
  - Click **Filter**.
  - Use the filter dropdown to uncheck duplicate values.

Alternatively, you can use a formula in a helper column to flag duplicates (e.g., `=COUNTIF(range, cell) > 1`) and then hide those rows.