Advance Excel Assignment 4

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

To access these commands, follow these steps:

- Open Microsoft Excel.
- Open a worksheet or create a new one.
- Click on the "Home" tab on the ribbon menu at the top of the screen.
- Look for the "Cells" group, which is typically located in the middle of the ribbon.
- Within the "Cells" group, you will find the "Insert" and "Delete" commands.

The "Insert" command allows us to insert new cells, rows, or columns into our worksheet, while the "Delete" command allows us to remove cells, rows, or columns from your worksheet.

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

If we set a row height or column width to 0 (zero), the row or column will become hidden in most spreadsheet applications, including Microsoft Excel and Google Sheets. This means that the row or column will not be visible on the screen, and any content within the row or column will not be displayed.

However, the data in the hidden row or column will still exist in the spreadsheet and will be included in any calculations or formulas that reference it. To unhide a row or column, we can simply set its height or width to a non-zero value.

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

Yes, there can be a need to change the height and width of a cell in a spreadsheet for several reasons:

- Fit content: Changing the row height or column width can be useful to ensure that all the content within a cell is visible. For example, if we have a cell with a large amount of text or a long number, we may need to adjust the row height or column width to display the entire content.
- Aesthetics: Changing the row height or column width can also be done for aesthetic reasons, to make the spreadsheet look more visually appealing. We may want to adjust the size of cells to ensure that the spreadsheet is well-organized and easy to read.
- Printing: When printing a spreadsheet, it may be necessary to adjust the row height or column width to ensure that the printed output looks correct. We may want to adjust the size of cells to fit the paper size, or to make the spreadsheet more readable when printed.

- Formatting: Changing the row height or column width can also be used for formatting purposes. For example, we may want to merge cells to create a header or a title, or to adjust the size of cells to create borders or shading.

4. What is the keyboard shortcut to unhide rows?

In Microsoft Excel, the keyboard shortcut to unhide rows is "Ctrl + Shift + 9". This shortcut works when we have one or more rows hidden in our worksheet.

To unhide the rows using this keyboard shortcut, we need to select the entire rows above and below the hidden rows. Then, press the "Ctrl + Shift + 9" keys together, and the hidden rows will be unhidden.

5. How to hide rows containing blank cells?

To hide rows containing blank cells in Microsoft Excel, we can use the following steps:

- Select the range of cells in your worksheet that you want to hide rows for.
- Click on the "Home" tab in the ribbon at the top of the screen.
- In the "Editing" group, click on the "Find & Select" button, and select "Go To Special" from the drop-down menu.
- In the "Go To Special" dialog box, select "Blanks" and click "OK". This will select all the blank cells in your selected range.
- Right-click on any of the selected blank cells, and select "Hide" from the context menu. This will hide all the rows containing the selected blank cells.

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

Here are the steps to hide duplicate values using conditional formatting in Excel:

- Select the range of cells that you want to apply conditional formatting to.
- Click on the "Home" tab in the ribbon at the top of the screen.
- In the "Styles" group, click on "Conditional Formatting" select "Highlight Cells Rules" and then "Duplicate Values" from the dropdown menu.
- In the "Duplicate Values" dialog box, select "Duplicate" from the first dropdown list.
- Choose the formatting option for the duplicate values. If you want to hide the duplicate values, select "Custom Format" from the "Format Style" dropdown list and then select the "Font" tab. In the "Font Color" dropdown list, select the same color as the cell background, effectively hiding the duplicate values.
- Click "OK" to apply the conditional formatting rule.