**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 commands are grouped under different tabs under ribbon based on its functions. Different commands can be accessed by clicking on given tabs.

Following are the tabs in the excel ribbon.  
Home  
Insert  
Page Layout  
Formulas  
Data  
Review  
View  
Developer  
Add- Ins

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

**Column?**

1. Excel will hide the row

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

1. 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.

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

1. Ctrl+Shift+(

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

1. 1**.**Select the data range which contains the blank cells to hide.

2. Then click Home > Find & Select > Go To Special

3. And in the Go To Special dialog, select Blanks option, and then click OK button

4.After selecting all the blank cells press Ctrl + 9 keys to hide the same

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

**Excel?**

1. On the Data menu, point to Filter, and then click Advanced Filter. In the Advanced Filter dialog box, click Filter the list, in place. Select the Unique records only check box, and then click OK.