**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 use the ribbon commands for Insert and Delete operations in Excel:

* Menu: Go to the "Home" tab on the Excel ribbon.
* Grouping of Commands: Look for the "Cells" group within the "Home" tab.
* Insert Command: The "Insert" command is usually found as an icon with a downward-pointing arrow. It allows you to insert cells, rows, columns, or sheets.
* Delete Command: The "Delete" command is typically located beside the "Insert" command. It lets you delete cells, rows, columns, or sheets.

In short, find the "Insert" and "Delete" commands in the "Cells" group under the "Home" tab of the Excel ribbon.

1. **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) in Excel, the row or column will become hidden. It will not be visible on the worksheet, and any data or content within that row or column will also be hidden from view. The row or column will essentially be collapsed, making it appear as if it doesn't exist on the worksheet. However, the data in the hidden row or column will still be present in the worksheet and can be unhidden by adjusting the row height or column width back to a non-zero value.

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

Yes, changing the height and width in a cell is necessary to accommodate and display the content properly, improve visibility, formatting, alignment, aesthetics, and ensure data fits correctly on a worksheet.

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

The keyboard shortcut to unhide rows in Excel is "Ctrl + Shift + 9". This shortcut will unhide any hidden rows in the selected range.

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

To hide rows containing blank cells in Excel, follow these steps:

* Select the range of cells you want to check for blank cells.
* Press "Ctrl + Shift + L" to apply the filter.
* Click on the drop-down arrow in the header of the column with potential blank cells.
* Uncheck the "Blanks" option in the filter dropdown.

This will hide the rows that contain blank cells in the selected column, allowing you to focus on relevant data and declutter your worksheet.

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

To hide duplicate values using conditional formatting in Excel, follow these steps:

* Select the range of cells where you want to check for duplicates.
* Go to the "Home" tab on the Excel ribbon.
* Click on "Conditional Formatting" in the "Styles" group.
* Choose "Highlight Cells Rules" from the dropdown menu.
* Select "Duplicate Values" from the sub-menu.
* In the "Duplicate Values" dialog box, choose the formatting style you prefer for the duplicates.
* Click "OK."

This will apply the selected formatting to the duplicate values, making them visually distinct or hidden based on your chosen formatting style.