

Advance Excel Assignment 4

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

In the Home menu and from cells grouping of commands will find the insert and delete command

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

Excel will hide both row and column if I will set a row height or column width to 0.

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

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

4.What is the keyboard shortcut to unhide rows?

You can quickly unhide all rows and columns by using control + A to select the entire worksheet, and then using Control + Shift + 0, or Control + Shift + 9, or both.

5 How to hide rows containing blank cells?

- Select the range that contains empty cells you want to hide.
- On the Home tab, in the Editing group, click Find & Select > Go To Special.
- In the Go To Special dialog box, select the Blanks radio button, and click OK. ...
- Press Ctrl + 9 to hide the corresponding rows.

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

The Conditional Formatting feature provides so many options to work with Duplicate Values is one of them.

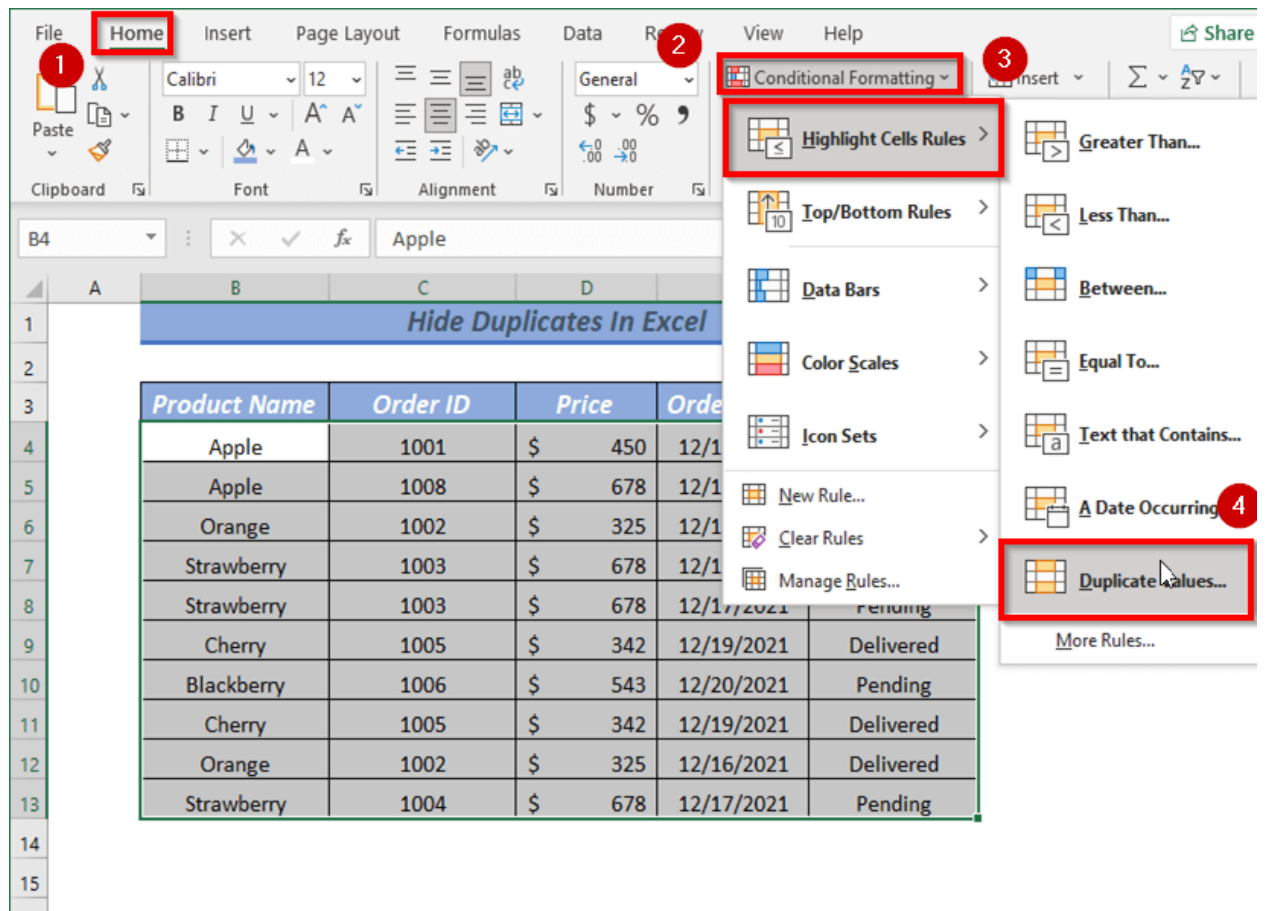
Here, I'll show you how you can hide duplicates using Highlight Duplicates.

	A	B	C	D	E	F	G
1		<i>Hide Duplicates In Excel</i>					
2							
3		<i>Product Name</i>	<i>Order ID</i>	<i>Price</i>	<i>Order Date</i>	<i>Status</i>	
4		Apple	1001	\$ 450	12/15/2021	Delivered	
5		Apple	1008	\$ 678	12/16/2021	Pending	
6		Orange	1002	\$ 325	12/16/2021	Delivered	
7		Strawberry	1003	\$ 678	12/17/2021	Pending	
8		Strawberry	1003	\$ 678	12/17/2021	Pending	
9		Cherry	1005	\$ 342	12/19/2021	Delivered	
10		Blackberry	1006	\$ 543	12/20/2021	Pending	
11		Cherry	1005	\$ 342	12/19/2021	Delivered	
12		Orange	1002	\$ 325	12/16/2021	Delivered	
13		Strawberry	1004	\$ 678	12/17/2021	Pending	
14							
15							

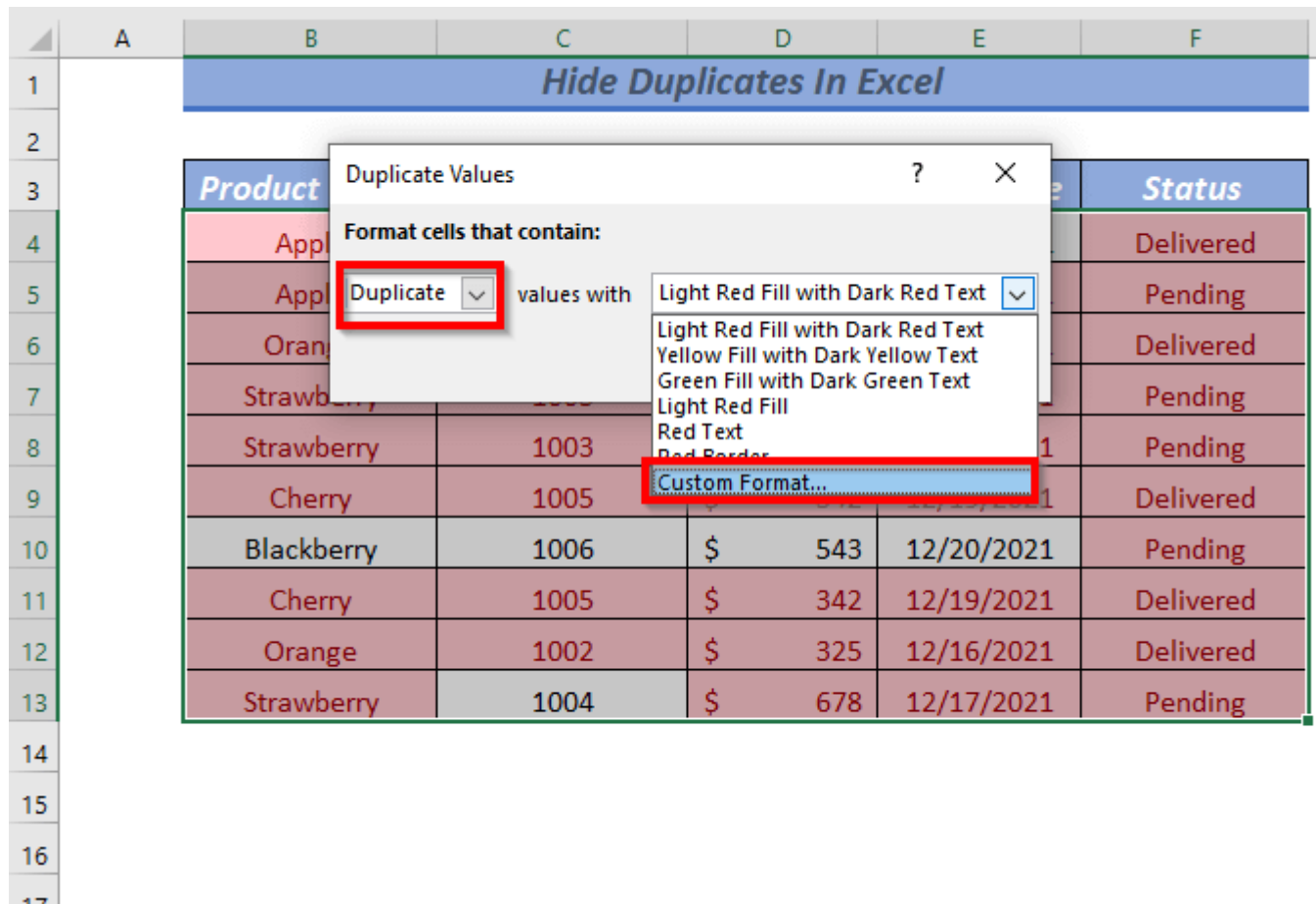
To start with, select the cell range where you want to apply **Conditional Formatting**.

► I selected the cell range **B4:F13**.

Now, open the **Home** tab >> from **Conditional Formatting** >> go to **Highlight Cells Rules** >> select **Duplicate Values**

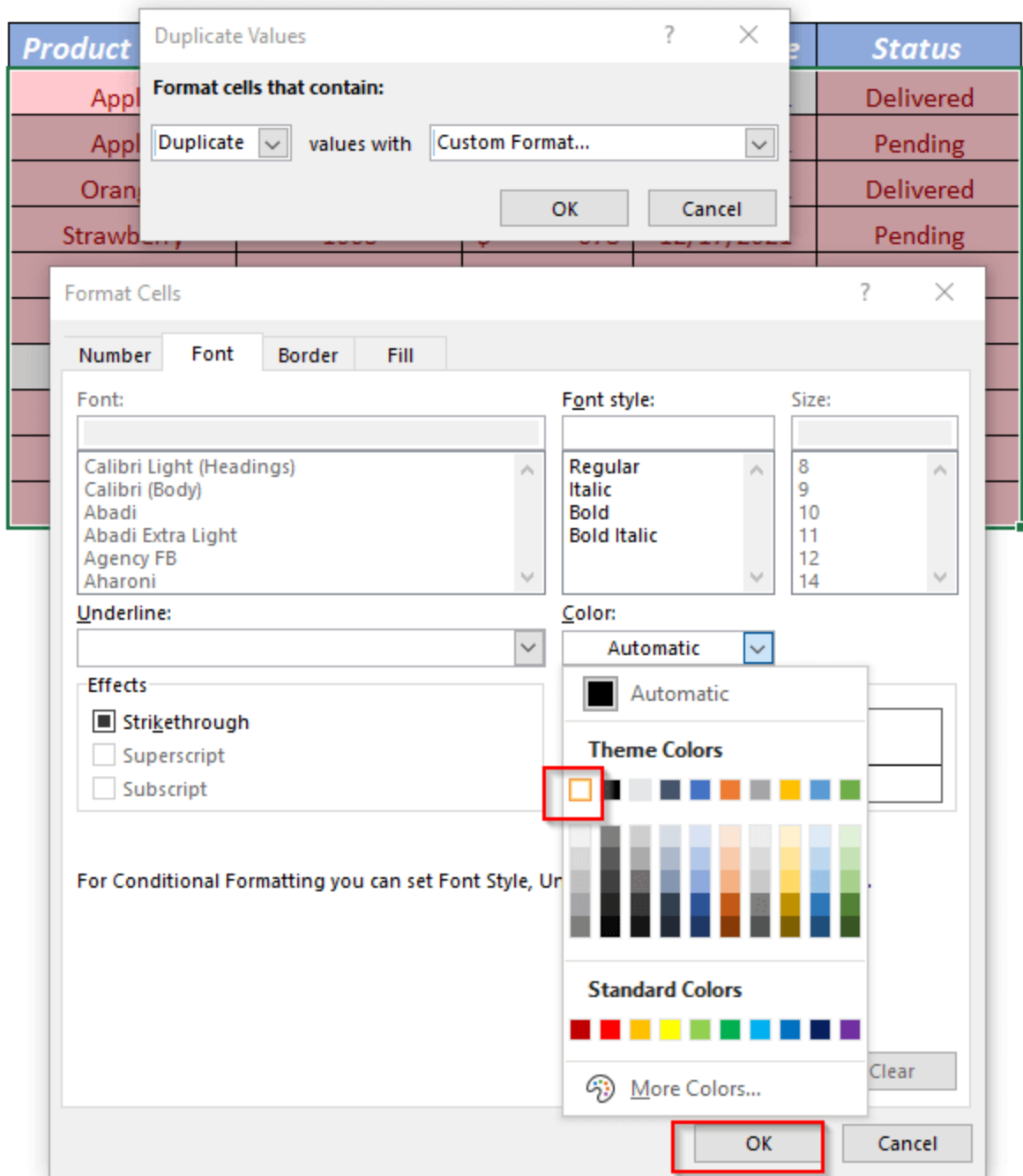


- A **dialog box** will pop up.
- From there select **Format cells that contain:** and **values with**.
- I selected **Duplicates** in **Format cells that contain** and **CustomFormat** in **values with**



- Another **dialog box** will pop up to choose the format.
- From there you can select any color, but to hide duplicates you will need to choose the **color of your cell** (same background color).
- As my used cell color is **White** so I selected the color **White** then click **OK**.

Hide Duplicates In Excel



- Now, click **OK** on the first **dialog box** of **Duplicate Values**.

	A	B	C	D	E	F
1		Hide Duplicates In Excel				
2						
3		Product Name	Order ID	Price	Order Date	Status
4			1001	\$ 450	12/15/2021	
5			1008			
6						
7						
8						
9						
10		Blackberry	1006	\$ 543	12/20/2021	
11						
12						
13			1004			

Duplicate Values

Format cells that contain:

Duplicate

values with

Custom Format...

OK

Cancel

Therefore, all the duplicates values are hidden including the first occurrence.