**Advance Excel Assignment 4**

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

The INSERT and DELETE command can be found in the cell menu and grouping commands of the ribbon.

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

If the row height or column width is set to zero (0) in a spreadsheet program such as Microsoft Excel or Google Sheets, the corresponding row or column will become hidden and will not be visible on the screen.23 Jun 2023

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

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. It is necessary to change the rows and column's height and width to have a good presentation in excel.20 Jul 2019

1. What is the keyboard shortcut to unhide rows?

To unhide all rows in an excel workbook, select the whole sheet , and then press Ctrl + Shift + 9 to show hidden rows.

1. 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.

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

* Select the range you want to hide duplicates. Here I select range
* Then click **Conditional Formatting** > **Highlight Cells Rules** > **Duplicate Values** under **Home**tab.
* In the **Duplicate Values** dialog box, select**Custom Format** in the v**alues with** drop-down list, and then click the **OK** button.
* In the **Format Cells** dialog box, go to the **Font** tab, and in the **Color** drop-down list, choose a font color which matches the background color of your selected range cell. And finally click the **OK** button.
* When it returns to the Duplicate Values dialog box, click the OK button.
* Now all duplicate records in selected columns are hidden immediately.