

## **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 cell insert and delete commands are placed in the cells grouping of Home menu. To insert tables, charts, etc. , the commands can be found in the Insert menu tab.

- 2. 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), excel will hide the respective row or column.

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

By default, width of a column is 15 and height of a row is 8.43. Sometimes we may want to enter the data that exceeds this limit. In that case, excel will hide the additional characters of the data and will not be visible to the user. In order to make the whole data visible to users we may need to change the height and width in the cell.

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

Keyboard shortcut to unhide rows is Ctrl+Shift+9.

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

To hide the rows containing blank cells:

Select the data range including the blank cells→Home → Find & Select →Go to special → Select blank in the dialogue box → Click OK →Press Ctrl+9.

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

Steps to hide the duplicate values using conditional formatting:

- Select the data range including the duplicate values.
- Go to Home → Conditional formatting →Highlight Cells Rules → Duplicate Values.
- In the dialog box, select Custom Format in the values with drop-down list → OK.
- Go to Font tab in the dialogue box; choose the font colour which matches the background colour of your selected range cell in the font colour option → OK.