**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, you will find these commands in the "Cells" group of the "Home" tab in the Excel ribbon.

**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), the row or column will become hidden and won't be visible on the worksheet. You can unhide the row or column by adjusting the row height or column width

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

There may be a need to change the height and width in a cell if you want to display more or less text in the cell, or if you want to make the cell more visually appealing. Adjusting the height and width of cells can also be useful forformatting purposes or for fitting data into a specific area on a worksheet.

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

The keyboard shortcut to unhide rows in Excel is "Ctrl + Shift + 9".

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

To hide rows containing blank cells in Excel, you can use the "Go To Special" command. First, select the range of cells that you want to check for blank cells. Then, click on the "Find & Select" button in the "Editing" group of the "Home" tab, and select "Go To Special" from the drop-down menu. In the "Go To Special" dialog box, select "Blanks" and click "OK". This will select all the blank cells in the range, and you can then hide the selected rows by right-clicking and choosing "Hide".

**6. 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 that you want to check for duplicate values.
* Click on the "Conditional Formatting" button in the "Styles" group of the "Home" tab.
* Select "Highlight Cells Rules" and then "Duplicate Values" from the drop-down menu.
* In the "Duplicate Values" dialog box, choose the formatting that you want to apply to the duplicate values, and click "OK".
* Excel will then highlight any duplicate values in the selected range with the formatting you specified. You can then choose to filter or hide the rows containing duplicate values.