ADVANCE EXCEL ASSIGNMENT - 4.

Q1. To use ribbon commands, what menu and grouping of commands will you find the insert and Delete commands?

→ The insert and Delete commands can be found in two places : You can find them under the Home menu in the ribbon or with a right-click of your mouse. The most frequently used commands, Paste, Cut, copy and format Printer, are the left most in the first group in the Home Tab.

Q2. If you set a row height or column width to 0 (zero), what happens to the row and column?

→ Rows : The default height is 12.8. The number is a measurement in Points — 1 point is about 1/72 of an inch tall. This makes the default height about 1/6 of an inch, Again, just like columns, if you set the row height to 0 (zero), Excel will hide the row.

Q3. Is there a need to changes 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.

Q4. what is the key board shortcut to unhide row?

→ To unhide all rows and column, select the whole sheet as explained above, and then press ctrl + shift + 9 to show hidden rows and ctrl + shift + 0 to show hidden columns.

Q5. How to hide rows containing blank cells?

→ To hide rows containing blank cells in Excel, you can use the Go To special feature:

1] Select the range of cells that contain empty cells.

2] Click the Home Tab, then find & select, and then Go To special

3] In the Go To special dialog box, select the Blanks radio button, and click OK

4] Press ctrl + 9 to hide the rows.

Q6. What are the steps to hide the duplicate values using conditional formatting in excel?

→ On the Home tab, in the styles group, click conditional formatting, and then click new Rule. In the style list, choose classic, and then in the format only top or bottom ranked values list, choose format only unique or duplicate values. In the values in the selected range list, choose either unique or duplicate.