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 Microsoft Excel, the "Insert" and "Delete" commands can be found on the "Home" tab of the ribbon. These commands are used to insert or delete various elements within your Excel worksheet, such as cells, rows, columns, and sheets.

Here's where you can find the "Insert" and "Delete" commands within the "Home" tab:

1. Home Tab:

- Menu: Cells

- Grouping: Insert, Delete, Format

The "Insert" command allows you to insert various elements into your worksheet, such as cells, rows, columns, or even sheets. The "Delete" command is used to remove selected cells, rows, columns, or sheets from your workbook.

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

**Column?**

In Microsoft Excel, if you set a row height or column width to 0 (zero), the respective row or column effectively becomes hidden. This means that the row or column will not be visible in the worksheet, and any content within that row or column will also be hidden from view.

Here's what happens when you set a row height or column width to 0:

1. Row Height: If you set the row height of a particular row to 0, that entire row will be hidden. Any data, formatting, or content within that row will no longer be visible. However, the data is not deleted; it is simply hidden from view.

2. Column Width: If you set the column width of a specific column to 0, the entire column will be hidden. Similar to hiding a row, any data, formatting, or content within that column will be hidden, but the data is not deleted.

To adjust the row height or column width back to a visible state, you can follow these steps:

1. Row Height: Right-click on the row number (on the left side of the worksheet) of the hidden row, choose "Row Height," and then enter an appropriate height value to make the row visible again.

2. Column Width: Right-click on the column letter (at the top of the worksheet) of the hidden column, choose "Column Width," and then enter an appropriate width value to make the column visible again.

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

In Microsoft Excel, you can change the height of rows and the width of columns to adjust the appearance and layout of your worksheet. Changing the height and width of cells can be necessary or beneficial for various reasons:

1. Text Fit and Readability: Adjusting row height and column width can help ensure that the text in cells fits properly and is easily readable. If the content in a cell is too large to fit within the default row height or column width, you may need to increase the dimensions to display the content without truncation.

2. Formatting and Presentation: Changing the height and width of cells can improve the overall presentation of your worksheet. You might want to make certain rows taller or columns wider to highlight specific data, emphasize headings, or create a more organized and aesthetically pleasing layout.

3. Merge and Centre: When you merge cells and centre their content, you may need to adjust the row height or column width to ensure that the merged content fits appropriately and looks well-aligned.

4. Images and Objects: If you're working with images, shapes, or other objects within cells, you might need to adjust the row height or column width to accommodate the size of the objects and maintain a balanced appearance.

5. Printing and Page Layout: Adjusting row heights and column widths can be important for printing. You may want to optimize the layout to fit content neatly on printed pages. Properly adjusting these dimensions can help avoid issues like cut-off text or images.

6. Data Entry and Validation: Enlarging column widths can make it easier to enter data into cells, especially if the content is lengthy. It can also aid in the visual validation of entered data.

7. Data Analysis: Wider columns can help display larger amounts of data without truncation, making it easier to analyze and compare information.

8. Customization: Tailoring the row heights and column widths allows you to design your spreadsheet to suit your specific needs and preferences.

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

In Microsoft Excel, the keyboard shortcut to unhide rows is:

`Ctrl` + `Shift` + `9`

To use this shortcut:

1. Select any cell in the rows above and below the hidden rows that you want to unhide.

2. Press `Ctrl` + `Shift` + `9` simultaneously.

This shortcut will unhide the rows that are currently hidden in the selected range. If you want to unhide columns, you can use a similar shortcut:

`Ctrl` + `Shift` + `0`

Again, select any cell in the columns to the left and right of the hidden columns you want to unhide, and then press `Ctrl` + `Shift` + `0`.

Please note that these shortcuts work when you have rows or columns selected adjacent to the hidden ones you want to unhide. If you're working with hidden rows or columns that are not adjacent to your selection, you might need to use other methods, such as the "Format" > "Hide & Unhide" options in the "Home" tab of the Excel ribbon.

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

To hide rows containing blank cells in Excel, you can use a filter to temporarily hide the rows that meet the specified criteria. Here's how you can do it:

1. Select the column that you want to filter for blank cells. You can do this by clicking on the column header.

2. Go to the "Data" tab in the Excel ribbon.

3. Click on the "Filter" button. This will add filter dropdown arrows to the column headers.

4. Click on the filter dropdown arrow in the column you selected.

5. In the filter dropdown menu, uncheck the box next to "(Blanks)" or "Select All" to deselect all options.

6. Scroll down the list, find and check the box next to "Blanks." This will filter the rows that have blank cells in the selected column.

7. You will now see only the rows with blank cells displayed in your worksheet.

8. If you want to hide these rows, you can right-click on any of the selected row numbers, and then choose "Hide." This will hide the selected rows.

9. To remove the filter and display all rows again, go back to the filter dropdown menu and check the box next to "Select All" or check any other criteria you might have deselected earlier.

To do this with conditional formatting:

1. Select the range of cells you want to apply the conditional formatting to

2. Go to the "Home" tab in the Excel ribbon.

3. Click on "Conditional Formatting" in the "Styles" group.

4. Choose "New Rule."

5. In the "New Formatting Rule" dialog box, select "Use a formula to determine which cells to format."

6. Enter a formula to identify blank cells, for example: `=ISBLANK(A1)` (assuming you are working with column A).

7. Click on the "Format" button to specify the formatting for the blank cells, which could include setting font colour to match the cell's background colour.

8. Click "OK" to apply the formatting.

9. Click "OK" again to close the "New Formatting Rule" dialog.

10. The cells with the blank cells will now be formatted. You can then manually hide the rows with the formatting by right-clicking on the row numbers 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, you can follow these steps:

1. Select the Range: First, select the range of cells that contains the data you want to apply the conditional formatting to.

2. Go to the "Home" Tab: Click on the "Home" tab in the Excel ribbon.

3. Open Conditional Formatting Menu: In the "Styles" group, click on the "Conditional Formatting" button.

4. Choose "New Rule": From the dropdown menu, select "New Rule."

5. Select a Rule Type: In the "New Formatting Rule" dialog box, choose "Use a formula to determine which cells to format."

6. Enter Formula: In the formula field, enter a formula that checks for duplicates. For example, if you're working with column A and the first data cell is A2, you can use the following formula:

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=COUNTIF ($A$2:$A$100, A2) > 1

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This formula checks if the value in the current cell appears more than once in the range A2:A100

7. Format the Cells: Click on the "Format" button to specify the formatting that will be applied to the duplicate values. You can choose to change the font colour, fill colour, or any other formatting option.

8. Click "OK": Once you've specified the formatting, click "OK" to close the "Format Cells" dialog.

9. Apply Formatting: You'll be back in the "New Formatting Rule" dialog. You should see a preview of how the formatting will be applied to the cells with duplicate values. Click "OK" to apply the formatting.

10. Duplicates are Hidden: The duplicate values in the selected range will now be hidden based on the applied conditional formatting. Only one instance of each duplicate value will be visible, and the rest will be hidden.