**ADVANCE EXCEL ASSIGNMENT – 4**

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1. To use the ribbon commands for finding the Insert and Delete command we have to go to Home Ribbion and then to Cells (home> cells).
2. If we set row heights/column width to 0(zero) than it would not be visible on sheet and they will hide.
3. It’s very important to change height and width in cell as if the data is length than it will show ### in the cell.
4. the keyboard shortcut to unhide rows is Ctrl+Shift+()
5. To hide rows containing blank cells using Ctrl+9
6. The steps to hide the duplicate values using conditional formatting in excel is Home ribbion there is style group there is conditional formatting open. From there we can apply this.