

## Advance Excel Assignment 4

### 1. To use the ribbon commands, what menu and grouping of commands will you find the Insert and Delete command?

**Answer** - In the cells group under home tab, we will easily get the Insert and Delete button. Then click the drop-down button wherein we can give in the “Insert” (For short cut Alt + H + I) Insert row, Insert Colum, Insert Cell, Insert Sheet and In the “Delete” (For short cut Alt + H + D) Delete row, Delete Colum, Delete Cell, Delete Sheet.

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

**Answer** - If we set a row height or column width to 0 (zero), then Excel will hide row and Column both.

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

**Answer** – Yes, we need to change the height and width in a cell for the fitting of the data. Because excel is having default the height and width but whenever we put data inside the cell hardly any characters will get shown and other will be available inside the cell yet which is very difficult for any other work so that we make change according to our needs.

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

**Answer** – Ctrl +Shift + (

{ But if row is hidden then we have to select upper row along with lower row then we will be able to unhide it}.

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

**Answer** -

- 1 •We also can press Ctrl + G from the keyboard to open Go To dialog box and click Special to get the Go To Special dialog from the bottom
- 2 •In the Go To Special dialog, We can select Blanks option, and then will click OK button
- 3 •All of the blank cells in the selection will be selected
- 4 •Then we can press Ctrl + 9 keys to hide the rows which are blank cells

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

**Answer** –

- 1 •First, we have a short cut Alt + H + L + H + D or we can use open the Home tab > from Conditional Formatting > can go to Highlight Cells Rules > select Duplicate Values.
- 2 •Dialog box will pop up in the front the have to select custom format cells that contain and values with after Another dialog box (Format Cell) will pop up to choose the format in the font color.
- 3 •From there we can select white color to hide duplicates because we need to choose the color of our cell in the background. Then click OK
- 4 •Duplicates values will be hidden