**Advance Excel Assignment 4**

1. **To use the ribbon commands what menu and grouping of commands will you find the insert and delete command ?**

**Ans:-** Using the Ribbon Commands. As with most software programs, there is more than one way to complete the task of inserting and deleting cells in Excel. 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.

1. If you set a row height or coloumn width to 0 what happen to the row and column ?

**Ans :-** If you set a row height or column width to 0 (zero), what happens to the row and column? It sets to the default width or height. It asks for a new value. It hides the row or column

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

**Ans:-** When entering information in a table, then some rows and columns are not large enough to properly display the information they contain, then it is necessary to change the width and height of table. Click and drag the rows bottom border up and down to change the height of the rows.

1. What is the keyword shortcut to unhide row ?

**Ans :-** Press Ctrl + Shift + 9 (the fastest way). Select Unhide from the right-click menu (the easiest way that does not require remembering anything). On the Home tab, click Format > Unhide Rows (the traditional way).

1. How to hide rows containing blank cells ?
2. **Ans:-** Select the range that contains empty cells you want to hide.
3. On the Home tab, in the Editing group, click Find & Select > Go To Special.
4. In the Go To Special dialog box, select the Blanks radio button, and click OK. ...
5. Press Ctrl + 9 to hide the corresponding rows.

**6)what are the step to hide the duplicate values using conditional formatting in Excel ?**

Select the range you want to hide duplicates. Here I select range A1:F11.

2. Then click **Conditional Formatting** > **Highlight Cells Rules** > **Duplicate Values** under **Home**tab. See screenshot:

In the **Duplicate Values** dialog box, select**Custom Format** in the v**alues with** drop-down list, and then click the **OK** button

In the **Format Cells** dialog box, go to the **Font** tab, and in the **Color** drop-down list, choose a font color which matches the background color of your selected range cell. And finally click the **OK** button. See screenshot:

When it returns to the Duplicate Values dialog box, click the OK button.

Now all duplicate records in selected columns are hidden immediately.