

Assignment – 4

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

In the ribbon commands, we find Insert and Delete command in Home Tab.

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

When you set a row height or column width to 0 (zero), it hides the row and column. It will look something like this.

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

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. It is necessary to change the rows and column's height and width to have a good presentation in excel.

Q.4) What is the keyboard shortcut to unhide rows?

If we want to hide a row we have to select the cell of the row and we need to press **Ctrl + 9**. Similarly, if we want to unhide, we need to select the adjacent column and press **Ctrl + Shift + 9**.

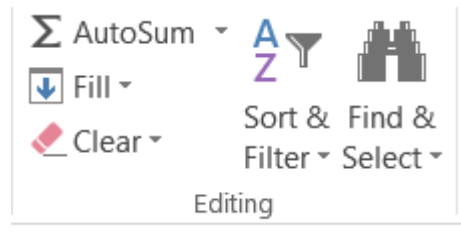
Q.5) How to hide rows containing blank cells?

We can do this with some simple steps.

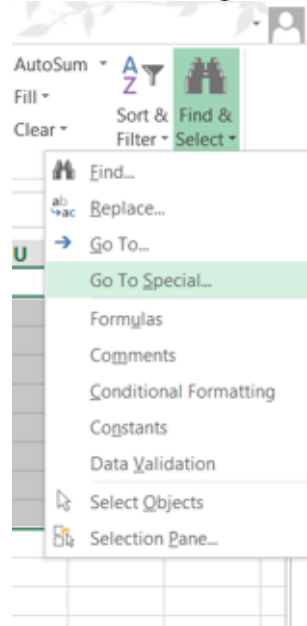
- 1) We need to select the range that contains empty cells you want to hide.

	A	B	C
1	Quantity	Items	Status
2	1	14	Sold
3		13	Unsold
4	3	11	
5	4		Sold
6	5	38	Unsold
7		9	
8	7		
9	8	16	Sold

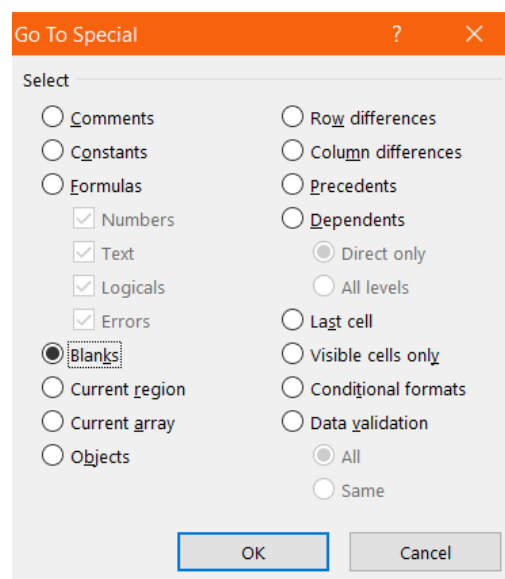
- 2) On the Home Tab we can find the Editing Group, then we have to click on Find and Select.



- 3) After this we need to select Go To Special.



- 4) In the dialog box we have to select Blanks radio button and then click on OK.



- 5) This will select all empty cells in the range.

	A	B	C
1	Quantity	Items	Status
2	1	14	Sold
3		13	Unsold
4	3	11	
5	4		Sold
6	5	38	Unsold
7		9	
8	7		
9	8	16	Sold

6) After this we need to press Ctrl+9 to hide the rows with blank cells.

	A	B	C
1	Quantity	Items	Status
2	1	14	Sold
6	5	38	Unsold
9	8	16	Sold

You can also perform this using formula COUNTBLANK.

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

To do this we can follow some steps:

- 1) Suppose we have data which has duplicate values

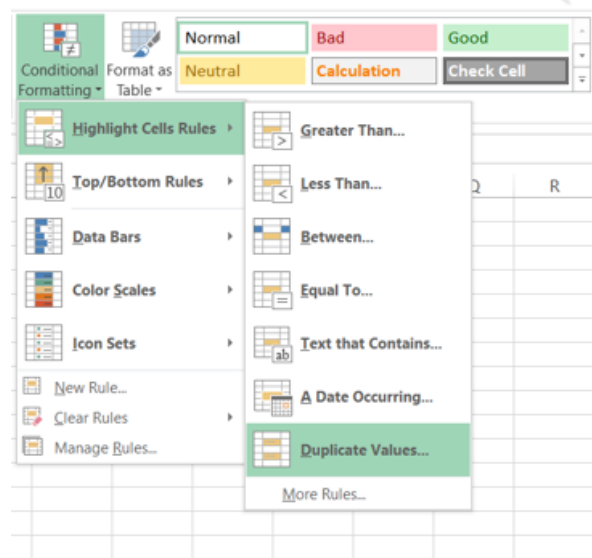
F15 ⌵ : ✕ ✓ *fx*

	A	B	C
1	Num 1	Num 2	
2	1	2	
3	2	6	
4	3	1	
5	3	9	
6	5	2	
7	8	3	
8			

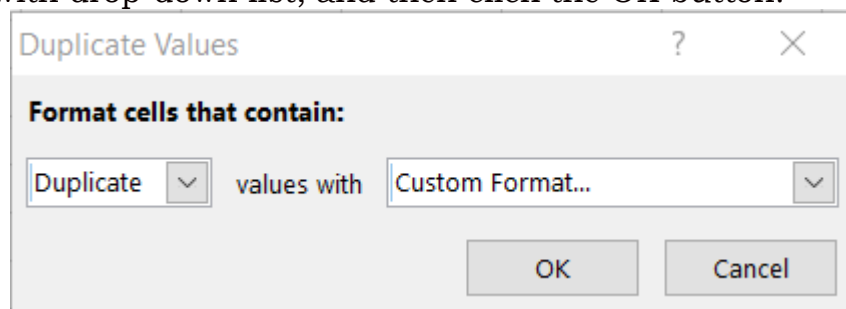
- 2) We have to select the range from where you want to hide duplicate values.

	A	B
1	Num 1	Num 2
2	1	2
3	2	6
4	3	1
5	3	9
6	5	2
7	8	3

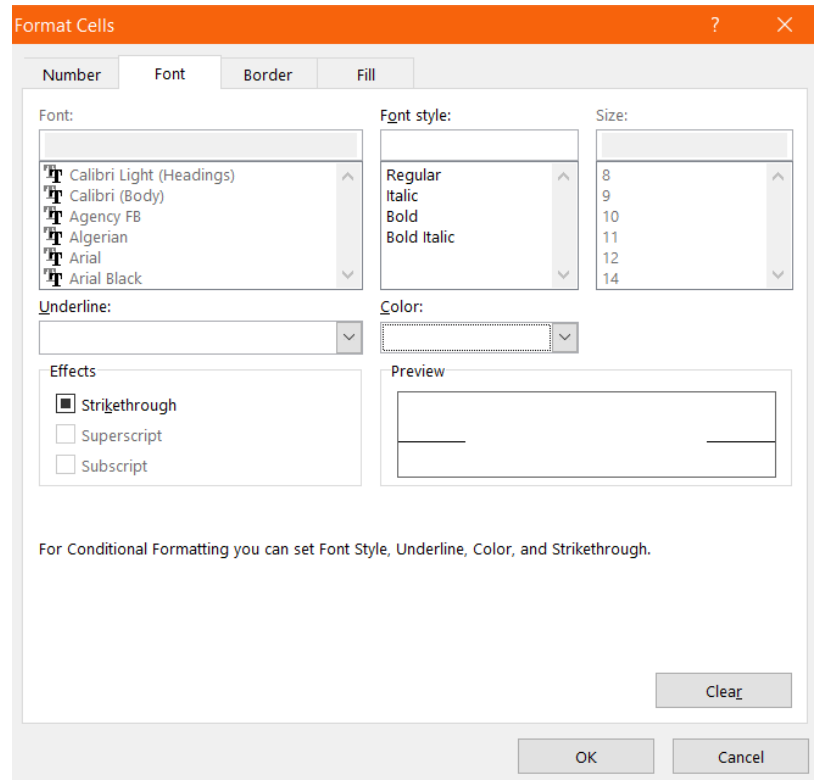
- 3) We have to click on conditional formatting. After that Highlight Cell Rules followed by Duplicate Values.



- 4) In the Duplicate Values dialog box, select **Custom Format** in the values with drop-down list, and then click the OK button.



- 5) 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.



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

	A	B
1	Num 1	Num 2
2		
3		6
4		
5		9
6	5	
7	8	
8		