Excel Assignment 4

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

We can find the "Insert and delete" Commands by clicking on Home and the in cells we find the above-mentioned commands

Home --> Cell --> Insert, Delete, Format.

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

If we set a row height and column width to zero, the rows and column gets hidden.

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

It is necessary to change the width and height in excel to fit the data. Excel by default provides equal width and height with respect to columns and rows. Whenever we enter lengthy data, a few characters will get displayed and others will be present inside the cell but will be hidden from the user. To fit the data properly inside the cell, it has to be adjusted.

4. What is the keyboard shortcut to unhide rows?

Ctrl + Shift + 9

5. How to hide rows containing blank cells?

The row can be hide by multiple methods in which one of the easiest method is

- Step 1: Select the row
- Step 2: Press Ctrl + 9

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

- To filter for unique values, click Data > Sort & Filter > Advanced.
- To remove duplicate values, click or type Data Range where want to remove duplicates by clicking "unique records only".
- Another way, to remove duplicate values > click Data > Data Tools > Remove Duplicates.
    - Step 1: open the Home tab
    - Step 2: Go to Conditional Formatting
    - Step 3: go to Highlight Cells Rules
    - Step 4: select Duplicate Values. A dialog box will pop up. From there select Format cells that contain and values with.
    - Step 5: select Duplicates in Format cells that contain and Custom Format in values with
    - Another dialog box will pop up to choose the format. Now choose the color of your cell. As our used cell color is White so done
    - Step 6: select the color White then click OK. Now, click OK on the first dialog box of Duplicate