**Assignment 4 Advance Excel**

Q.1.ans} the excel ribbon. Home: This is the most popular bar and displayed by default when excel is opened. This tab contains the basic Clipboard commands, formatting commands, style commands, commands to insert and delete rows or columns, plus an assortment of worksheet editing commands.

Q.2.ans}Excel will hide the row.

Q.3.ans} It is necessary to change width and height in excel to fit the data. 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.

Q.4,ans} Ctrl+Shift+( to Unhide Rows.

Ctrl+Shift+) to Unhide Columns

Q.5.ans } Select the range that contains empty cells you want to hide.

On the Home tab, in the Editing group, click Find & Select > Go To Special.

In the Go To Special dialog box, select the Blanks radio button, and click OK. ...

Press Ctrl + 9 to hide the corresponding rows.

Q.6.ans}To remove duplicate values, click Data > Data Tools > Remove Duplicates. To highlight unique or duplicate values, use the Conditional Formatting command in the Style group on the Home tab.