Advance Excel Assignment 4

1. To use the ribbon commands, what menu and grouping of commands will you

find the Insert and Delete command?

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

column?

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

4. What is the keyboard shortcut to unhide rows?

5. How to hide rows containing blank cells?

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

excel?

1. Following are the tabs in 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

2. It sets to the default width or height.

3. 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.

4. To unhide all rows and columns, select the whole sheet as explained above, and then press Ctrl + Shift + 9 to show hidden rows and Ctrl + Shift + 0 to show hidden columns.

5. How to hide rows containing blank cells

* 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.

6. To filter for unique values, click Data > Sort & Filter > Advanced. 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.