

# **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:-** 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.) If you set a row height or column width to 0

(zero), what happens to the row and column?

**Ans:-**columns, if you set the row height to 0 (zero), Excel will hide the row.

3.) Is there a need to change the height and width in a cell? Why?  
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.) What is the keyboard shortcut to unhide rows?

## **Ans:- Unhide Rows**

Using a Keyboard

ShortcutTo unhide all rows, click and drag with the mouse to highlight rows 1 to 7.Press and hold down the Ctrl and the Shift keys on the keyboard.Press and release the number 9 key without releasing the Ctrl and Shift keys.

The hidden row(s) will become visible.

5.) How to hide rows containing blank cells?

**Ans:-** 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.) What are the steps to  
hide the duplicate  
values using  
conditional formatting  
in excel?

**Ans:-** Hide duplicates  
in columns with

Conditional

FormattingSelect the

range you want to hide

duplicates. ...Then click

Conditional Formatting

> Highlight Cells Rules

> Duplicate Values

under Home tab. ...In

the Duplicate Values

dialog box, select

Custom Format in the

values with drop-down

list, and then click the

OK button.