

Assignment No. 04

1) To use ribbon command, what menu and grouping of command will you find the insert & Delete command?

⇒ (i) The commands are grouped under different tabs under ribbon based on its function. Different commands can be accessed by clicking on given tabs.

(ii) ~~(a)~~ Insert: This tab provides option to insert something in a worksheet - a table, diagram, chart etc..

(b)

2) If you set a row height or column width zero, what happens to row/column?
⇒ Excel will hide the row/column.

3) Is there a need to change the height & width in a cell? why?

⇒ It is necessary to change the height & width in a cell to excel to fit the data.

4) What is Keyboard shortcut to unhide a row?

⇒ ① Click and drag the mouse to highlight rows 1 to 7

② Press and hold down the ~~cell~~ ctrl + shift key on keyboard.

③ Press and release the no. 9 key without releasing the ctrl & shift keys. The hidden rows will become visible.

5) How to hide rows containing blank cells?

⇒ ① Select the data range which contains the blank cells you want to hide.

② Then click the home > Find & Select > Go to Special > see 5

③ In Go to special, dialog box, select Blanks Options, and then click OK button.

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

⇒ ① Click Data > sort & Filter > Advanced.

② Click Data > Data > Data Tools > Remove duplicates.