

Name: - Karan Shah

FSDA Batch 1

## Excel Assignments

### Assignment 3

#### Questions

1. How and when to use the AutoSum command in excel?
2. What is the shortcut key to perform AutoSum?
3. How do you get rid of Formula that omits adjacent cells?
4. How do you select non-adjacent cells in Excel 2016?
5. What happens if you choose a column, hold down the Alt key and press the letters ocw in quick succession?
6. If you right-click on a row reference number and click on Insert, where will the row be added?

#### Answers

1. The Insert and Delete commands can be found in the "Cells" group on the "Home" tab of the ribbon in Excel. To access these commands, click on the "Home" tab on the ribbon, and then look for the "Cells" group. The Insert and Delete commands are located in this group.
2. If you set the row height or column width to 0 (zero), the row or column will be hidden.
3. There may be a need to change the height and width of cells in Excel if the data in the cells does not fit within the current cell size, or if you want to adjust the layout of the worksheet. For example, you might need to increase the row height to fit large amounts of text in a cell, or you might need to decrease the column width to fit more columns on the screen.
4. The keyboard shortcut to unhide rows in Excel is **Ctrl + Shift + 9**. To use this shortcut, press and hold the **Ctrl** and **Shift** keys on your keyboard, and then press the **9** key. This will unhide any hidden rows in the current selection.
5. To hide rows containing blank cells in Excel, you can use the following steps:
  - Select the rows that you want to hide.
  - Click on the "Home" tab on the ribbon.
  - Click on the "Find & Select" button in the "Editing" group.
  - Click on "Go To Special" from the drop-down list.
  - In the "Go To Special" dialog box, click on the "Blanks" option and then click on "OK".
  - Excel will select all the blank cells in the selected rows.
  - Press the **Ctrl + -** keys on your keyboard to hide the selected rows.
6. To hide duplicate values using conditional formatting in Excel, you can use the following steps:

- Select the range of cells that you want to check for duplicates.
- Click on the "Home" tab on the ribbon.
- Click on the "Conditional Formatting" button in the "Styles" group.
- Click on "Highlight Cells Rules" from the drop-down list.
- Click on "Duplicate Values" from the sub-menu.
- In the "Duplicate Values" dialog box, choose a formatting style for the duplicates and then click on "OK".

Excel will apply the chosen formatting style to all the duplicate values in the selected range, and the duplicates will be easier to identify. You can then use the "Hide" option in the