Advance Excel Assignment 4

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

find the Insert and Delete command?

Answer: 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.

Insert: This tab provides options to insert something in a worksheet- a table, a diagram, a chart, a symbol, Pivot table and so on.

Page Layout: This tab contains commands that affect the overall appearance of your worksheet, including some settings that deal with printing.

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

column?

Answer: It sets to the default width or height.

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

Answer: 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.

1. What is the keyboard shortcut to unhide rows?

Answer: If you want to unhide the rows, you can use the same keyboard shortcuts, but with the Shift key included. For example, to unhide rows that have been hidden with the first shortcut (Ctrl+9), you would press Ctrl+Shift+9.

1. How to hide rows containing blank cells?

Answer: To hide rows that contain any blank cells, proceed with these steps:

* 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. This will select all empty cells in the range.
* Press Ctrl + 9 to hide the corresponding rows.

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

excel?

Answer: Select the cell range where you want to apply Conditional Formatting.

* Now, open the Home tab >> from Conditional Formatting >> go to Highlight Cells Rules >> select Duplicate Values
* A dialog box will pop up. From there select Format cells that contain: and values with.
* Selected Duplicates in Format cells that contain and Custom Format in values with
* Another dialog box will pop up to choose the format. From there you can select any colour, but to hide duplicates you will need to choose the colour of your cell (same background colour).
* Now, click OK on the first dialog box of Duplicate Values.
* Therefore, all the duplicates values are hidden including the first occurrence.