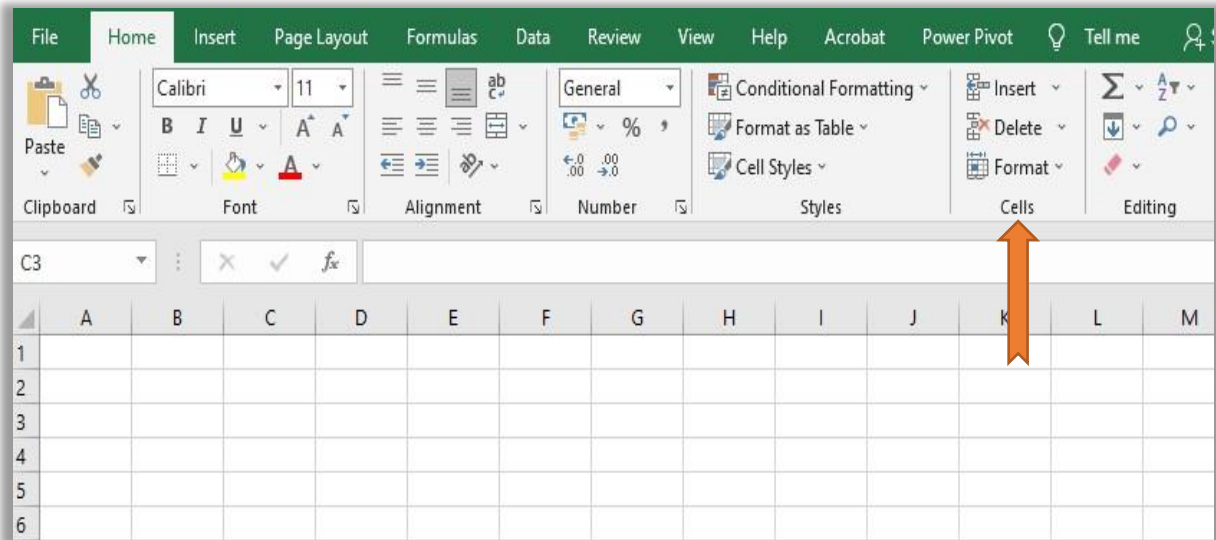


Advance Excel Assignment 4 (-By Lakshmi)

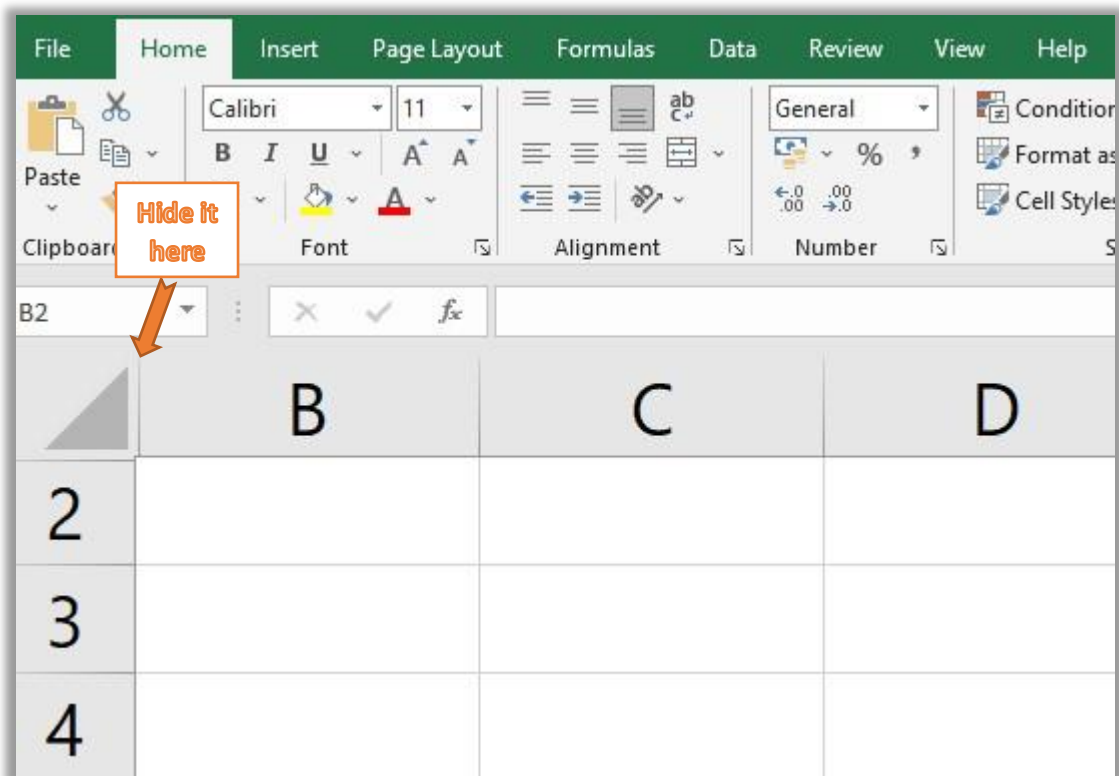
1. To use the ribbon commands, what menu and grouping of commands will you find the Insert and Delete command?

⇒ Home grouping of 'Cells' we will 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?

⇒ Hide whole column in such a way unable to see it.



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

⇒ Yes, there is a need to change the height and width in a cell according to the maximum size of data inside each column.

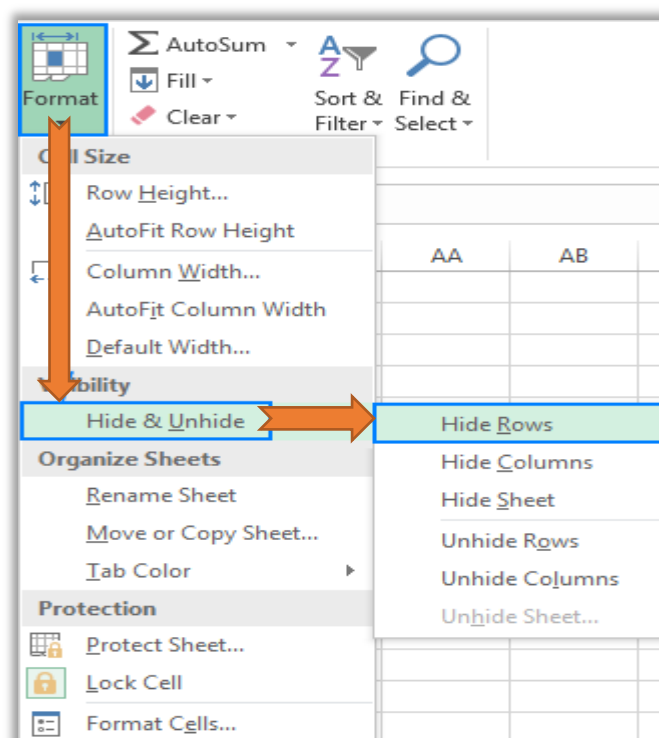
	A	B	C	D	E	F	G	H	I	J
	Stock Name	Symbol	Shares	Purchase Price	Cost Basis	Current Price	Market Value	Gain/Loss	Dividend/share	Annual Yield
2	Apple	AAPL	100	\$90.00	\$9,000.00	\$144.13	\$14,413.27	\$14,269.14	\$2.28	1.58%
3	Microsoft	MSFT	200	\$32.00	\$6,400.00	\$65.57	\$13,114.14	\$13,048.57	\$1.56	2.38%
4	Salesforce	CRM	150	\$25.00	\$3,750.00	\$82.57	\$12,385.50	\$12,302.93	\$0.00	0.00%
5	Oracle	ORCL	250	\$50.00	\$12,500.00	\$44.56	\$11,138.75	\$11,094.20	\$0.64	1.44%
6	Hewlett Packard Enterprise	HPE	500	\$18.00	\$9,000.00	\$17.69	\$8,842.50	\$8,824.82	\$0.26	1.47%
7	Alphabet	GOOG	100	\$225.00	\$22,500.00	\$833.36	\$83,336.00	\$82,502.64	\$0.00	0.00%
8	Intel	INTC	200	\$22.00	\$4,400.00	\$36.07	\$7,213.00	\$7,176.94	\$1.09	3.02%
9	Cisco	CSCO	225	\$18.00	\$4,050.00	\$33.24	\$7,478.78	\$7,445.54	\$1.16	3.49%
10	Qualcomm	QCOM	185	\$65.00	\$12,025.00	\$56.48	\$10,447.88	\$10,391.40	\$2.12	3.75%
11	Amazon	AMZN	50	\$800.00	\$40,000.00	\$897.64	\$44,882.00	\$43,984.36	\$0.00	0.00%
12	Redhat	RHT	100	\$95.00	\$9,500.00	\$86.26	\$8,626.00	\$8,539.74	\$0.00	0.00%
13	Facebook	FB	1000	\$17.00	\$17,000.00	\$141.64	\$141,640.00	\$141,498.36	\$0.00	0.00%
14	Twitter	TWTR	500	\$45.00	\$22,500.00	\$14.61	\$7,302.55	\$7,287.94	\$0.00	0.00%
15										

4. What is the keyboard shortcut to unhide rows?

⇒ CTRL + SHIFT + 9

5. How to hide rows containing blank cells?

- ⇒ # Go to Home
- # Click on 'Format' at Cells Grouping option
- # Click on Hide & Unhide option
- # Click on Hide Rows option
- All the selected rows get hide.



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

- ⇒ # Go to Home
- # Click on Conditional Formatting option
- # Click on Highlight Cells Rules option
- # Click on Duplicate Values option
- # All the duplicate values get highlighted