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: Home tab

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

column?

Ans: It will hide the column

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

Ans: yes. Because to avoid the overlapping of long data and to fit in cell

4. What is the keyboard shortcut to unhide rows?

Ans: Ctrl + Shift+9

5. How to hide rows containing blank cells?

Ans : select the range -Home-find and select- Go to special-Ctrl+9

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

Ans: select range-home-conditional formatting-highlight cell rules-duplicate values-ok