**Microsoft Exel Assignment 4**

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

Ribbon tabs are composed of groups, which are a labeled set of closely related commands. In addition to tabs and groups, ribbons consist of: An Application button, which presents a menu of commands that involve doing something to or with a document or workspace, such as file-related commands

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

* It sets to the default width or height.
* It asks for a new value.
* It hides the row or column.
* Returns to the last entered value.
* None of these answers are correct.

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

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?**

Use keyboard shortcuts

Then you can press Ctrl + Shift + 9 to unhide all rows on your spreadsheet

1. **How to hide rows containing blank cells?**

* 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.
* Press Ctrl + 9 to hide the corresponding rows

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

* To filter for unique values, click Data > Sort & Filter > Advanced.
* To remove duplicate values, click Data > Data Tools > Remove Duplicates.
* To highlight unique or duplicate values, use the Conditional Formatting command in the Style group on the Home tab