

## Excel Assignment 4

### Advanced Excel Assignment 4

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

In the excel ribbon, go to Home tab.

Under Home tab, go to the 'Cells' section/group.

There you'll find Insert and Delete commands.

Home  
↓  
Cells

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

If I set a row height to zero, then the row will be hidden. Similarly if we set column width to zero, the column will be hidden also.

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

→ Yes, sometimes we need to change the height and width in a cell to make sure that the text in that cell becomes visible entirely.

4. What is the keyboard shortcut to unhide rows?

⇒ To Unhide Rows Using Keyboard Shortcut →

Press and hold down the **Ctrl** and **Shift** keys on the keyboard.



Then Press and release the number **9** (while holding **Ctrl** and **Shift** keys)

The hidden rows become visible.

5. How to hide rows containing blank cells?

Steps to Hide Rows Containing Blank Cells. →

1. Select the data range that contains the blank cells.
2. Then click Home → Find & Select → Go To Special  
(In the 'Editing' group)
3. In the 'Go To Special' dialog box, select Blanks option, then click OK button.  
Hence all the blank cells are selected.
4. Then press Ctrl + 9 keys together to hide rows containing blank cells.

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

⇒ Hide : duplicate values using Conditional Formatting →

1. Select the range you want to hide duplicates.

2. Then click

Home → Conditional Formatting → Highlight Cells Rules



Duplicate Values

3. In Duplicate Value dialogue box, select Custom Format in the values with drop down list, then click OK button.

4. In the Format Cells dialogue box, go to the Font tab, and in the Color drop-down list, choose a font color which matches the background color of your selected range cell. Then click OK

5. When it returns to the Duplicate Values dialogue box, click OK button.

Now all the duplicate records are hidden immediately.