

## Advance Excel Assignment 4 iNeuron

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

Ans: Home

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

Ans: It sets to the default width or height.

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

Ans: to fit the data.

4. What is the keyboard shortcut to unhide rows?

Ans: Ctrl + Shift + 9

5. How to hide rows containing blank cells?

Ans:

- First of all, select any cell in your dataset and press **Ctrl + A** to select all used cells.
- Secondly, go to the Home tab and click on Find & Select. A drop-down menu will appear.
- Select Go To Special from there. It will open the Go To Special window.
- In the Go To Special window, select Blanks and click OK to proceed.
- Finally, press Ctrl + 9 to hide Rows 6, 8, and 10.
- To hide columns that contain blank cells, press Ctrl + 0.

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

Ans:

1. Select A2:A13.
2. Click the Conditional Formatting option in the Styles group, and choose New Group. In Excel 2003, choose Conditional Formatting from the Format menu.
3. Choose Use A Formula To Determine Which Cells To Format from the Select A Rule Type list.
4. In the lower pane, enter the following formula:  
=A1=A2
5. Click Format.
6. In the resulting dialog, click the Font tab if necessary.
7. Choose white from the Color palette (or the color that matches the cell background).
8. Click OK twice.