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 : On the Home tab, in the Editing group, click Find & Select.

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: 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. It is necessary to change the rows and column's height and width to have a good presentation in excel

4. What is the keyboard shortcut to unhide rows?

Ans : Ctrl+Shift+9

5. How to hide rows containing blank cells?

   1. Select the data range which contains the blank cells you want to hide.

   2**.** Then click Home **>** Find & Select > Go To Special, see screenshot:

   3. And in the Go To Special dialog, select Blanks option, and then click OK button.

   4**.** All of the blank cells in the selection have been selected, see screenshot:

   5. Then you can press Ctrl + 9 keys together to hide the rows which have blank cells.

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

excel?

1. Select the range you want to hide duplicates. Here I select range A1:F11.

2. Then click Conditional Formatting **>** Highlight Cells Rules **>** Duplicate Values under Home tab. See screenshot

3. In the Duplicate Values dialog box, select Custom Format in the values with drop-down list, and then click the OK button.

4. In the Format Cells dialog box, go to the Fon**t** tab, and in the Color drop-down list, choose a font color which matches the background color of your selected range cell. And finally click the OK button. See screenshot:

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