Advance Excel Assignment 4

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

Ans. Using the Ribbon Commands. As with most software programs, there is more than one way to complete the task of inserting and deleting cells in Excel. The Insert and Delete commands can be found in two places: you can find them under the Home menu in the ribbon or with a right-click of your mouse.

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

Ans. If the row height or column width is set to zero (0) in a spreadsheet program such as Microsoft Excel or Google Sheets, the corresponding row or column will become hidden and will not be visible on the screen.

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

Ans. 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?

Ans. Once the entire sheet is selected, you can unhide all rows by doing one of the following: Press Ctrl + Shift + 9 (the fastest way). Select Unhide from the right-click menu (the easiest way that does not require remembering anything).

1. How to hide rows containing blank cells?

Ans.

* 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.

1. What are the steps to hide the duplicate values using conditional

Ans. 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.