

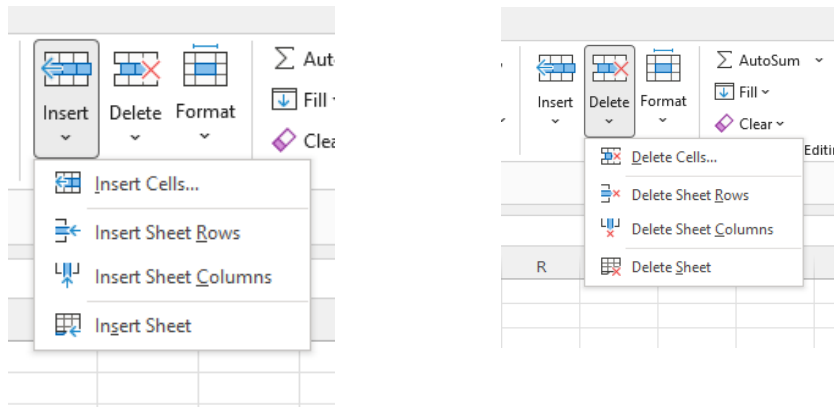
Advance Excel Assignment 4

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

Ans: following are menu & grouping in insert & delete commands:

Insert- insert cell, insert sheet rows, insert sheet columns, inset sheet

Delete- Delete cell, Delete sheet rows, Delete sheet columns, Delete sheet



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

Ans: If row height or column height is set to 0 rows/column will get hidden

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

Ans: Yes, we need to change the height & width to format it in proper and so that sheet can look good for presentation.

4. What is the keyboard shortcut to unhide rows?

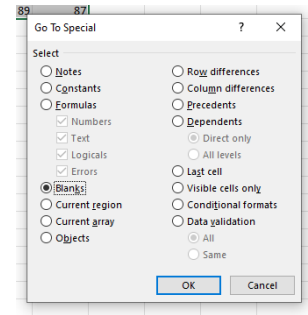
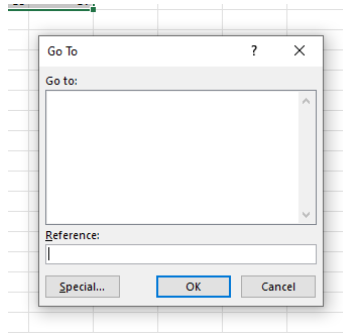
Ans: Shortcut key for unhiding rows is [ctrl+shift+9]. This will unhide the rows

5. How to hide rows containing blank cells?

Ans: following are steps:

1. select the range of table and click F5
2. from the opened dialogue box select special
3. select blanks in that now all cells containing blanks will get highlighted
4. now we can press "ctrl+9" to hide them (all pictures are given below)

A	B	C	D	E
67				
		45		
644	555	67	8	7
33	45	67	89	97
45		67		56
67			76	
45	456	77	89	87



A	B	C	D	E
67				
		45		
644	555	67	8	7
33	45	67	89	97
45		67		56
67			76	
45	456	77	89	87

A	B	C	D	E
644	555	67	8	7
33	45	67	89	97
45	456	77	89	87

After clicking "Ctrl+9"

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

1. Select the range of table and click on conditional formatting
2. Select duplicate values option from Highlight cell rules option
3. select custom in the values with option
4. select font as white and all duplicated values will be hidden

(Pics are given below)

A	B	C	D	E	F
67	66	67	77	32	
56	67	45	45	34	
644	555	67	54	7	
455	2	2	33	45	
33	45	2	2	97	
45	56	67	98	56	
67	90	9	0	12	
45	456	77	89	87	

