

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 : In the Home menu Under Cells Grouping of commands we will find the Insert and Delete command.

Ribbon bar > Home > Cells Group > Insert > Delete.

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

ANS : If you set a row height or column width to 0 the row and the column will be hided.

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

ANS : Yes there is need to change the height and width in a cell. 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 : Keyboard shortcut to unhide rows is Ctrl + Shift + 9

5. How to hide rows containing blank cells?

ANS : There are two ways to hide rows with blank cells. We can apply Filter function (belongs to Sort & Filter) and Go To Special function.

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?

ANS: Steps to hide the duplicate values using conditional formatting in excel :

- 1) Select the cell range
- 2) Now, open the Home tab >> from Conditional Formatting >> go to Highlight Cells Rules >> select Duplicate Values
- 3) From there select Format cells that contain: and values with.
Select Duplicates in Format cells that contain and CustomFormat in values with
- 4) From there you can select any color, but to hide duplicates need to choose the color of your cell (same background color). then click OK.
- 5) Now, click OK on the first dialog box of Duplicate Values.