**Advance Excel Assignment 4**

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

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

**2**. It will kinda hide.

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

**3**. Yes depending on the text and numbers, sometimes bigger no. appears like this (##) if you expand the row or column.

**4. What is the keyboard shortcut to unhide rows?**

**4. Ctrl" + "Shift" + "9"**

**5. How to hide rows containing blank cells?**

**Apply Filter to the column and In the filter drop-down menu, uncheck the box next to "Blanks." This will hide all rows where the corresponding cell in Column A is blank.**

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

**6. Choose Conditional Formatting Rule In the "Styles" group, click on "Conditional Formatting" and then select "New Rule."**

**Choose the Rule Type In the "New Formatting Rule" dialog box, select "Format only unique or duplicate values."**

**Select Duplicate Values In the "Format all" dropdown, select "Duplicate." and click ok.**