# Ineuron Excel Assignment-4

1.To use the ribbon commands,what menu and grouping of commands will you find the insert and delete commands?

To add or remove a cell,you can go to the Home menu,look in the cells grouping of commands and click on insert to add or delete to remove.

You can also use the right click method.

Right click where you want to add or remove a cell,and the drop down menu includes the insert and delete commands.

2.If you set a row height or column to zero,what happen to row and column?

* If the row height or column is set to zero,the corresponding row or column will become hidden and will not be visible on the screen.
* This can be useful in certain situation ,such as when you want to hide certain rows or columns that contain sensitive or unnecessary information.

3.Is there a need to change the height and widht of cell?why?

It is necessary ro change the height and width of cell in a excel to fit the data.

Excel by default provide equal width and height with respect to column and rows.Whenever we enter a lengthy data,a few character will get displayed and other will be present inside the cell but will be hidden to the user.

4.What is the keyboard shortcut to unhide rows?

Ctrl+shift+9(the fastest way).select unhide from the right click menu.

On the Home tab click format>unhide rows.

5.How to hide rows containing blank cells?

1. Select the range that contain empty cells
2. On the Home tab,in the Editing group,click find& select>Go to special.
3. In the Go to Special dialog box,select the blank radio button,and click ok.
4. Press Ctrl+9 to hide the corresponding rows.

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

On the Data menu,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 of home tab.