**Advance Excel Assignment 4**

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

 The insert , delete and format commands are present under **insert group of home tab**.

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

 It sets to the default width or height.

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

 to fit the data

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

**Ctrl + Shift + 9** to show hidden rows and **Ctrl + Shift + 0** to show hidden columns

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

1. Press Ctrl + 9 to hide the corresponding rows.

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

1. To remove duplicate values, click Data > Data Tools > Remove Duplicates.