

Assignment 4

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

In Microsoft Excel, the Insert and Delete commands are found in the "Home" tab of the ribbon menu. Here's a step-by-step breakdown:

In the "Cells" group which is located at the right of home tab, we will find the Insert and Delete commands with various options:

To insert cells, rows, or columns:

- 1)Click on the "Insert" command in the "Cells" group.
- 2)A dropdown menu will appear with options to insert cells, rows, or columns.
- 3)Select the desired option, and Excel will insert the chosen element accordingly.

To delete cells, rows, or columns:

- 1)Click on the "Delete" command in the "Cells" group.
- 2)A dropdown menu will appear with options to delete cells, rows, or columns.
- 3)Select the desired option, and Excel will delete the chosen element accordingly.

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

If we set a row height or column width to 0 in Microsoft Excel, the row or column effectively becomes hidden.

- 1)Row Height - If we set the row height to 0, the entire row will be hidden from view. It will appear as if the row does not exist in the worksheet.
- 2)Column Width - If we set the column width to 0, the entire column will be hidden from view. It will appear as if the column does not exist in the worksheet.
- 3)Any data or formatting within that column or row will still be present, but it won't be visible until we adjust the column width or row width back to a value greater than zero.

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

Yes, there is a need to change the height and width of the cell to fit the content ,formatting ,alignment and during printing.

1)Alignment: Changing the height and width of cells can impact the alignment of content within adjacent cells. By adjusting the dimensions, we can ensure that the alignment of content appears consistent and visually pleasing.

2)Printing: When preparing a worksheet for printing, resizing the height and width of cells allows we to control how the data is presented on paper. Adjusting the dimensions can help fit the content within the printable area, avoid page breaks in inconvenient locations, or prevent unnecessary blank spaces.

3)Fit content: If the content within a cell, such as text or numbers, exceeds the default width or height, adjusting the cell dimensions allows we to fit the entire content within the cell without truncation. This ensures that the data is fully visible and legible.

4)Formatting: Modifying the height and width of cells can be helpful for formatting purposes. We might want to increase the height of a row to create a header row that stands out or adjust the width of a column to accommodate wider labels or data.

4. What is the keyboard shortcut to unhide rows?

In Microsoft Excel, the keyboard shortcut to unhide rows is:

Ctrl + Shift + 9

5. How to hide rows containing blank cells?

1)In excel, go to the home tab.

2)In the "Editing" group, click on the "Find & Select" button. A dropdown menu will appear. From the dropdown menu, select "Go To Special." The "Go To Special" dialog box will open.

3)In the "Go To Special" dialog box, select the option for "Blanks" and click the "OK" button.

4)This will select all the blank cells within the range we initially selected.

5)Right-click on any of the selected blank cells and choose the "Hide" option from the context menu. Alternatively, we can press the right-clicked cell, choose "Hide" from the context menu, and the rows containing those blank cells will be hidden.

6) If the entire row is selected because of the blank cell, hiding that row will effectively hide all rows with blank cells within the selected range.

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

To hide duplicate values using conditional formatting in Excel, we can follow these steps:

1)Open the Excel worksheet and select the range of cells where we want to apply the conditional formatting to identify and hide duplicate values.

2)Go to the "Home" tab in the ribbon menu.

3)In the "Styles" group, click on the "Conditional Formatting" button. A dropdown menu will appear.

4)From the dropdown menu, select "Highlight Cells Rules" and then choose "Duplicate Values." The "Duplicate Values" dialog box will open.

5)In the "Duplicate Values" dialog box, we can leave the default options as they are. By default, it will highlight duplicate values.

6)Click on the drop-down menu next to "Format with" and choose the option "Custom Format."

7)In the "Format Cells" dialog box that appears, go to the "Font" tab.

8)Enable the "Hidden" checkbox under the "Effects" section. This will make the duplicate values hidden instead of highlighted.

9)Click the "OK" button to close the "Format Cells" dialog box.

10)Click the "OK" button in the "Duplicate Values" dialog box to apply the conditional formatting.

Advance Excel Assignment 4

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3. Is there a need to change the height and width in a cell? Why?
4. What is the keyboard shortcut to unhide rows?
5. How to hide rows containing blank cells?
6. What are the steps to hide the duplicate values using conditional formatting in excel?

