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: Go to the tabs in the excel ribbon. Home: This is displayed by default when excel is opened. This tab contains the basic Clipboard commands, formatting commands, style commands, commands to insert and delete rows or columns, plus an assortment of worksheet editing commands.

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

Ans: Excel will hide that row or column.

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

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

1. What is the keyboard shortcut to unhide rows?

Ans: Ctrl + Shift + 9

1. How to hide rows containing blank cells?

Ans:

1. Select the range that contains empty cells you want to hide.
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 Blanks radio button, and click OK
4. What are the steps to hide the duplicate values using conditional formatting in Excel?

Ans:

1. Select range.
2. On the Ribbon's Home tab, click the Conditional Formatting button, then click New Rule.
3. Click Use a Formula to Determine Which Cells to Format.
4. For the formula, enter. =A2=A1.
5. Click the Format button.
6. Select a font colour to match the cell colour.
7. Click OK, click OK.