

Advance Excel Assignment 4

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

In the Home tab, you will find the insert and delete command using which you can insert and delete rows, columns, cells, and sheets.

2. If you set a row height or column width to 0 (zero), what happens to the row and column?
If you set row height or column width to zero, Excel will hide a row or column.
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3. Is there a need to change the height and width in a cell? Why?

It is necessary to change the height and width of a cell because it fits the data. Sometimes the length of the character will be more on rows or columns at that time balance information will be hidden from the user. To overcome this thing you need to change the height and width of a cell.

4. What is the keyboard shortcut to unhide rows?
CTRL + SHIFT +9
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5. How to hide rows containing blank cells?

Home>>>>Find & Select>>>>Go to Special Dialog Box>>>>Select Blanks>>>>Click Ok.

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

Home>>>>Conditional Formatting>>>>Highlight cell Rules>>>>Duplicate Values>>>>Duplicate Value dialog box>>>>Custom format>>>>drop down list>>>>ok>>>>Font color>>>>select matches to background color>>>>ok
