**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 Microsoft Excel, the Insert and Delete commands are located in the Cells group under the Insert and Delete menus on the Home tab of the ribbon.
* To insert cells, rows, or columns, click on the Insert menu, and then click on the type of insertion you want to make (e.g., Insert Cells, Insert Rows, or Insert Columns).
* To delete cells, rows, or columns, click on the Delete menu, and then click on the type of deletion you want to make (e.g., Delete Cells, Delete Rows, or Delete Columns).
* Alternatively, you can right-click on a cell or range of cells, and select Insert or Delete from the context menu that appears.

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

If you set a row height or column width to 0 (zero) in Microsoft Excel, the row or column will be hidden from view, and you won't be able to see the contents of any cells in that row or column. However, the cells themselves will still be present, and any formulas or data contained in them will still be functional.

You can unhide a row or column by changing its height or width to a value greater than zero. To do this, you can select the rows or columns on either side of the hidden row or column, right-click on them, and choose "Unhide" from the context menu. Alternatively, you can select the hidden row or column by clicking on the row or column headers, and then adjust its height or width in the Format or Home tab of the ribbon.

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

Yes, there are several reasons why you might want to change the height and width of cells in Microsoft Excel:

* Fit data to cell: If the content in a cell is larger than the default height and width, you may want to increase the row height or column width to fit the data. This will make it easier to read the content in the cell.
* Formatting: Changing the height and width of cells can be used as a formatting technique to improve the appearance of your spreadsheet. For example, you may want to increase the height of a header row to make it stand out from the rest of the data.
* Print layout: When printing a spreadsheet, you may want to adjust the row height and column width to make the data fit on a single page or to make it easier to read.
* Grouping: When grouping rows or columns, you may want to adjust the height or width of the group to make it more visible.
* Customization: Changing the height and width of cells can also be used to customize your spreadsheet and make it more user-friendly, especially if you have a lot of data to manage.

Overall, changing the height and width of cells in Excel can make your spreadsheet easier to read and understand, improve its appearance, and help you manage and organize your data more effectively.

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

The keyboard shortcut to unhide rows in Microsoft Excel is:

* Select the row above and below the hidden row, and then press Shift + Ctrl + 9.
* Alternatively, you can select the hidden row or rows, right-click on the selection, and choose "Unhide" from the context menu that appears. You can also go to the Home tab on the ribbon, click on the Format dropdown menu, and choose "Unhide Rows" from the options available.

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

To hide rows containing blank cells in Microsoft Excel, you can use the following steps:

1. Select the data range that you want to filter.
2. Click on the Data tab on the ribbon, and then click on the Filter button to turn on the filtering function.
3. Click on the filter dropdown arrow in the column that you want to filter.
4. In the filter dropdown menu, uncheck the box next to (Blanks) to hide rows containing blank cells in that column.
5. Click OK to apply the filter.
6. You should now see only the rows that contain data in the selected column.
7. To hide the rows that contain blank cells in other columns, repeat the above steps for each column you want to filter.
8. Once you have applied the filter to all the columns, you can select the rows that contain blank cells, right-click on them, and choose "Hide" from the context menu that appears.
9. Alternatively, you can select the rows that contain blank cells, go to the Home tab on the ribbon, click on the Format dropdown menu, and choose "Hide & Unhide" > "Hide Rows" from the options available.

By following these steps, you can hide the rows that contain blank cells in Microsoft Excel.

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

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

1. Select the range of cells where you want to check for duplicates.
2. Click on the Home tab on the ribbon, and then click on the Conditional Formatting button in the Styles group.
3. Click on the Highlight Cells Rules option, and then click on Duplicate Values.
4. In the Duplicate Values dialog box, select the formatting option that you want to apply to the duplicate values. For example, you can choose to highlight the duplicates in red.
5. Click OK to apply the conditional formatting.
6. Now, you can filter the duplicates by using the filter dropdown menu on the column header. Click on the filter dropdown menu, uncheck the box next to "Select All," and then check the box next to "Duplicates." This will show only the duplicate values in that column.
7. Select the rows that contain the duplicate values, right-click on them, and choose "Hide" from the context menu that appears.
8. Alternatively, you can select the rows that contain the duplicate values, go to the Home tab on the ribbon, click on the Format dropdown menu, and choose "Hide & Unhide" > "Hide Rows" from the options available.
9. By following these steps, you can use conditional formatting to highlight duplicate values and then hide the rows containing those values in Microsoft Excel.

