**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 Office applications such as Word, Excel, and PowerPoint, you can typically find the Insert and Delete commands in the Home tab of the ribbon, within the Clipboard group of commands. The Clipboard group typically includes commands for cutting, copying, pasting, and performing other operations related to the clipboard.

In the Home tab, look for the Clipboard group, which is usually located towards the left side of the tab. The Insert and Delete commands can be found within this group, often represented by icons of a document with a "+" symbol (for Insert) and a "-" symbol (for Delete).

It's worth noting that the specific location and appearance of these commands may vary slightly depending on the specific Office application you are using.

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

**column?**

If you set the height of a row to 0 (zero) in Microsoft Excel, the row will become hidden and its contents will not be visible. Similarly, if you set the width of a column to 0 (zero), the column will become hidden and its contents will not be visible.

Setting a row or column to have a height or width of 0 (zero) can be useful in certain situations where you want to temporarily hide certain data, or if you want to clear the contents of a row or column without deleting the row or column itself.

Keep in mind that once you've hidden a row or column by setting its height or width to 0 (zero), you can easily make it visible again by simply changing the height or width back to a value greater than 0 (zero).

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

Yes, there are several reasons why you might need to change the height and width of cells in Microsoft Excel or other spreadsheet software. Some common reasons include:

* Improving readability: By default, cells in a spreadsheet have a default height and width, but you can adjust these dimensions to better fit the data you are working with. For example, if you have a lot of text in a cell and the default height is not enough to display it all, you can increase the height of the row to make sure all the text is visible.
* Customizing the layout: Changing the height and width of cells can be used to create a custom layout for your spreadsheet, making it easier to organize your data and present it in a way that is easy to understand.
* Printing: When you print a spreadsheet, you can adjust the height and width of cells to ensure that the data fits on the page as desired.
* Enhancing the visual appeal: By adjusting the height and width of cells, you can make your spreadsheet look more visually appealing and professional.

In summary, changing the height and width of cells in a spreadsheet can be useful for various reasons, including improving readability, customizing the layout, printing, and enhancing the visual appeal of your data.

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

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

Ctrl + Shift + 9

This shortcut will unhide any hidden rows within the selected range. If you have multiple hidden rows, they will all be unhidden at once. To unhide a single row, you can select the row above and below the hidden row and then use the keyboard shortcut.

It's worth noting that this keyboard shortcut only works in Excel and may not be available in other spreadsheet applications. If you are using a different spreadsheet program, you may need to check its documentation for the specific keyboard shortcut to unhide rows.

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

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

* Select the range of cells that you want to search for blank cells.
* Go to the Home tab, and then click the Find & Select button in the Editing group. From the drop-down menu, select Go To Special.
* In the Go To Special dialog box, select Blanks, and then click OK.
* This will select all blank cells in the selected range. You can then right-click on one of the selected cells, and select Hide Rows from the context menu.
* All the rows containing blank cells will be hidden.

Note that if you have multiple blank cells in the same row, only that row will be hidden, not just the specific cells. Also, keep in mind that the hidden rows will not be deleted, they will just be hidden from view, and you can unhide them at any time by following the steps to unhide rows.

**6. 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 use the following steps:

* Select the range of cells that you want to check for duplicates.
* Go to the Home tab, and then click the Conditional Formatting button in the Styles group. From the drop-down menu, select Highlight Cells Rules, and then select Duplicate Values.
* In the Duplicate Values dialog box, select the format that you want to apply to the duplicates. For example, you can choose a light red fill with dark red text.
* To hide the duplicates, select a new rule type of "Use a formula to determine which cells to format".
* In the formula field, enter the formula: "=COUNTIF($A$1:$A$10,A1)>1". This formula will count the number of times each value appears in the selected range, and if it appears more than once, the conditional formatting rule will be applied.
* Click the Format button to select the format that you want to apply to the duplicates. For example, you can choose to have the duplicates hidden by choosing the format of "white font on a white background".
* Click OK to apply the conditional formatting rule and close the dialog boxes.

Your duplicates will now be hidden and only unique values will be displayed. It's worth noting that this method only hides the duplicates and does not delete them. To unhide them, simply remove the conditional formatting rule.