

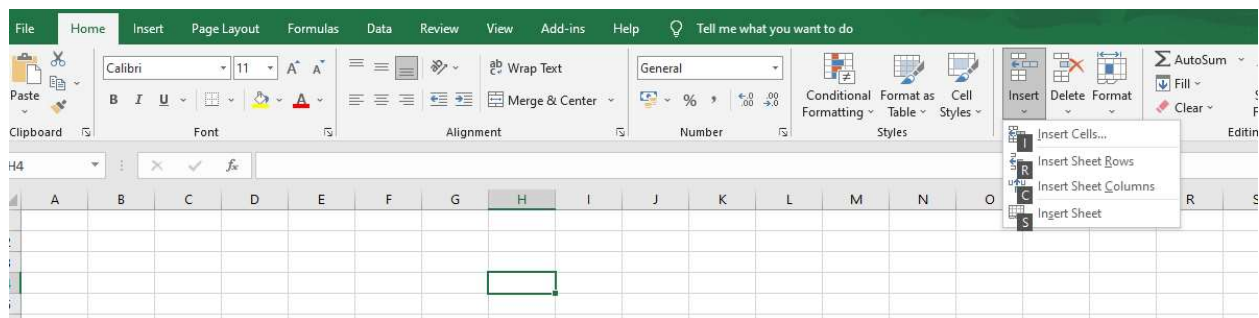
## Excel Assignment - 04

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

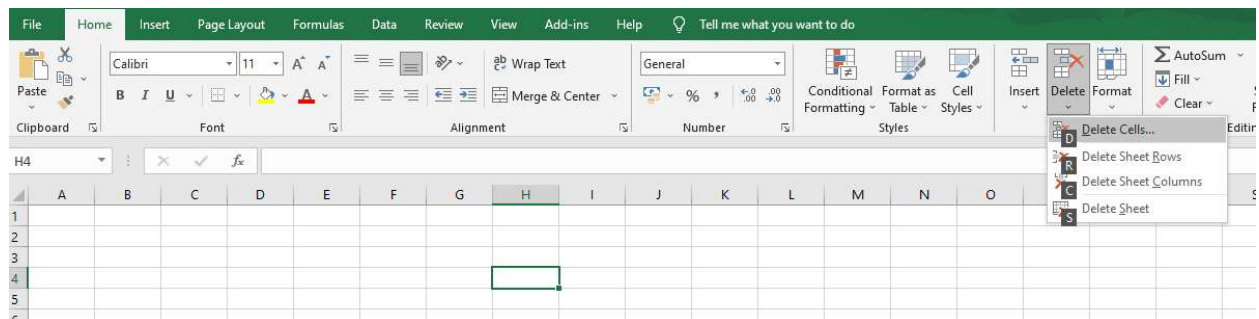
Ans:-

To use the ribbon commands, below are the groupings of the commands which can be used.

- To use Insert command, press “Alt+H+I” this will show the insert command in the ribbon.



- To use Delete command, press “Alt+H+D” this will show the insert command in the ribbon.



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

Ans:-

The selected Row or Column will be hidden

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

Ans:-

Yes, we need to change the height and width of a cell to see the data written in the cell. Sometimes data written in the cell are not visible in the default height and width. Hence, we need to change the height and width of the cell according to our data.

4. What is the keyboard shortcut to unhide rows?

Ans:-

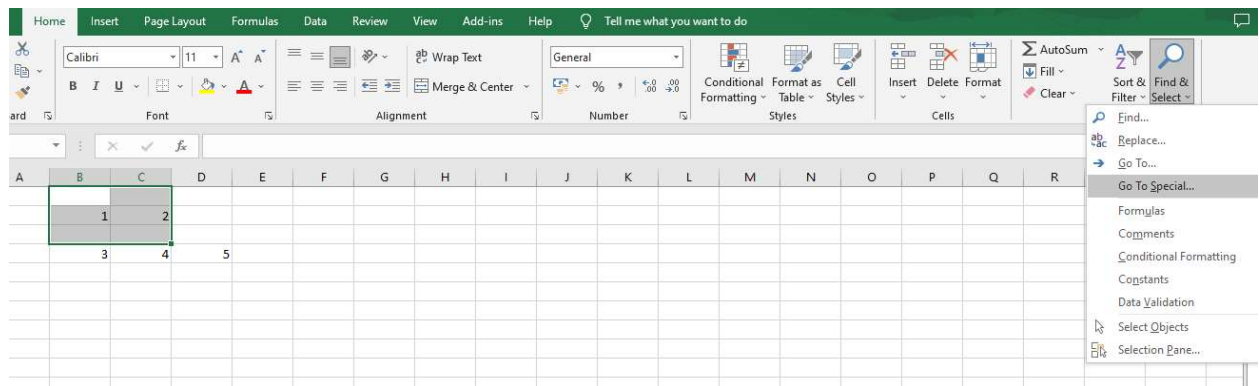
To unhide the Rows Press “Ctrl+Shift+9”. The rows between the selected rows shall be unhide.

5. How to hide rows containing blank cells??

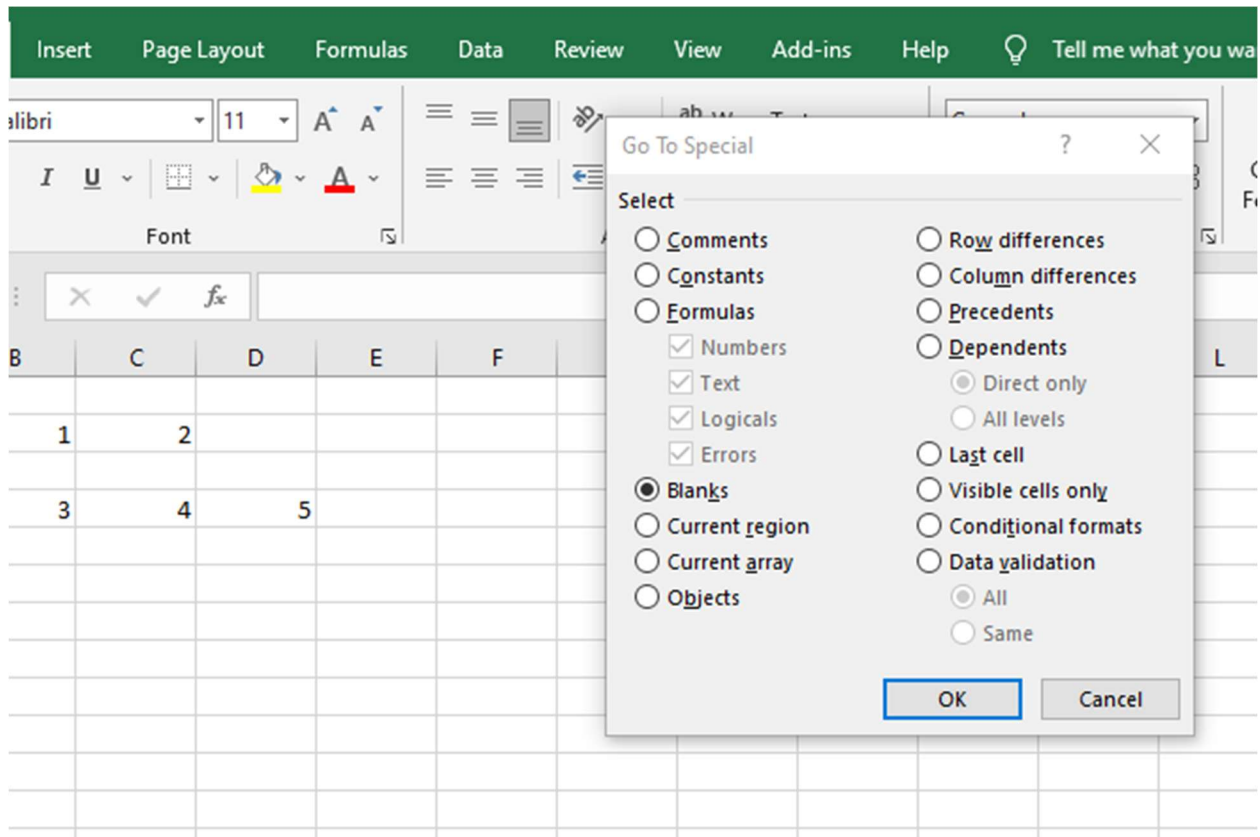
Ans:-

Below are the steps to hide the rows that contains blank cells.

1. Select the range of the cells of which the rows need to be hidden.
2. Click on the “Home Ribbon > Find & Select > Go to Special”. Dialogue box will open.



3. In the dialogue box, select the “Blanks” radio button, and click OK



4. Press "Ctrl+9".

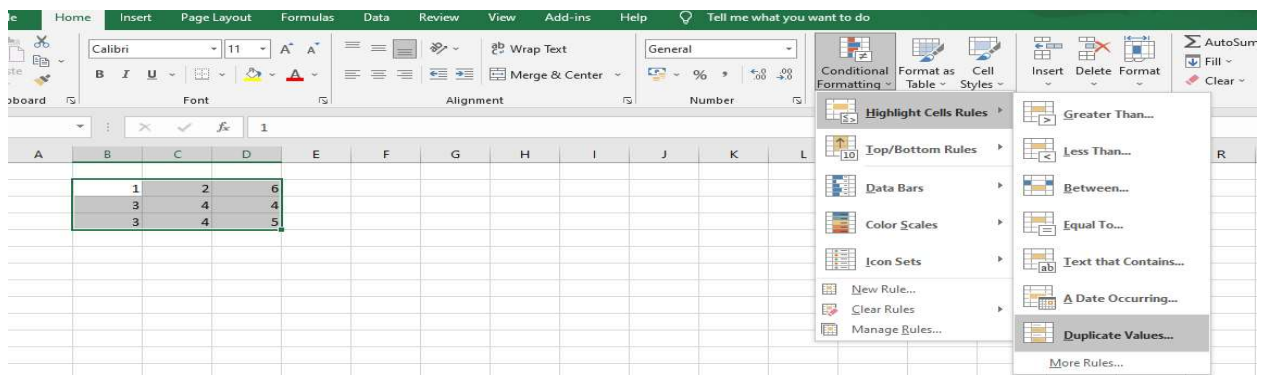
The selected rows which contain blank cells shall be hidden.

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

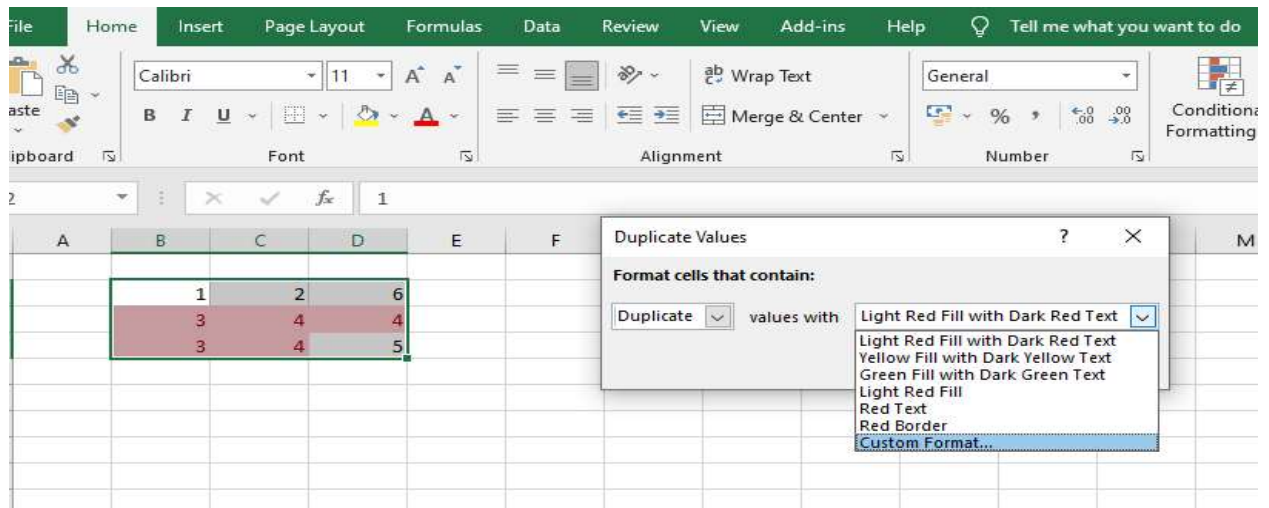
Ans:-

The process to Hide the duplicate values using Conditional Formatting is listed as below.

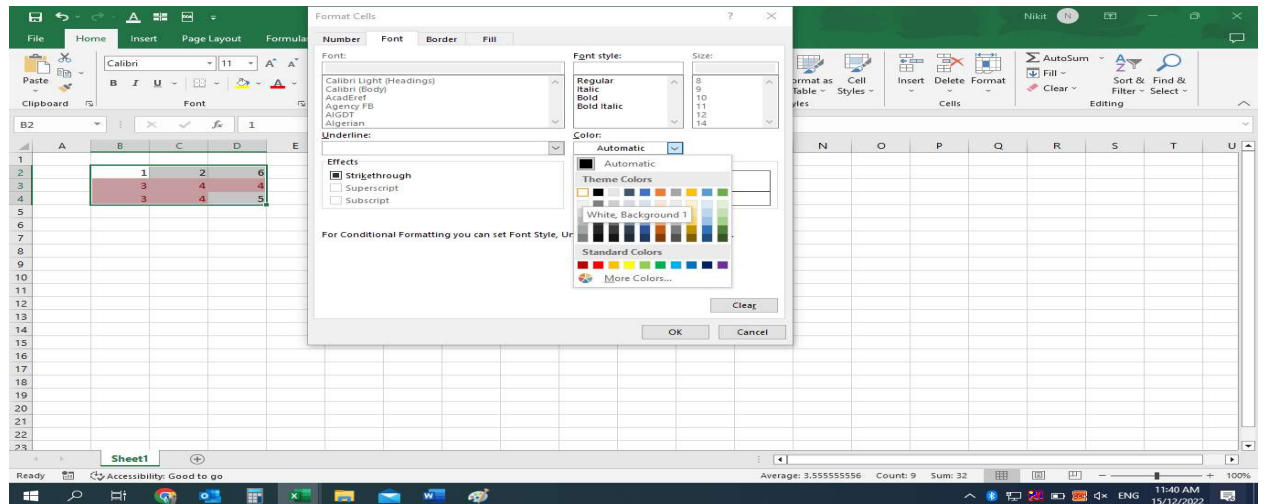
1. Select the Cells range of which you need to hide the duplicate values
2. Click on "Home Ribbon > Conditional Formatting > Highlight Cell Rules > Duplicate Values".  
Dialogue box will open.



3. In the dialogue box, click on the right side of the “values with” and select “Custom Format”.



4. In the Font, Click on the Color box. Select "White". And click Ok.



5. Click OK

6. The cells that contain duplicate values will be hidden.

A	B	C	D	E
	1	2	6	
			5	