

Advance Excel Assignment 4

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

Sol: On the Home menu , Under Cells Grouping.

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

Sol: The Row/Column will get hidden if you give width = 0 size.

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

Sol: It is necessary to change width and height in excel to fit the data. 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.

4. What is the keyboard shortcut to unhide rows?

Sol: Ctl+Shift+9

5. How to hide rows containing blank cells?

Sol: Select the range that contains empty cells you want to hide and Ctl+9.

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

Sol:

1. Select the range you want to hide duplicates.

2. Then click **Conditional Formatting > Highlight Cells Rules > Duplicate Values** under **Home** tab.

3. In the **Duplicate Values** dialog box, select **Custom Format** in the **values with** drop-down list, and then click the **OK** button

4. In the **Format Cells** dialog box, go to the **Font** tab, and in the **Color** drop-down list, choose a font color which matches the background color of your selected range cell. And finally click the **OK** button.

When it returns to the Duplicate Values dialog box, click the OK button