Advance Excel Assignment 4

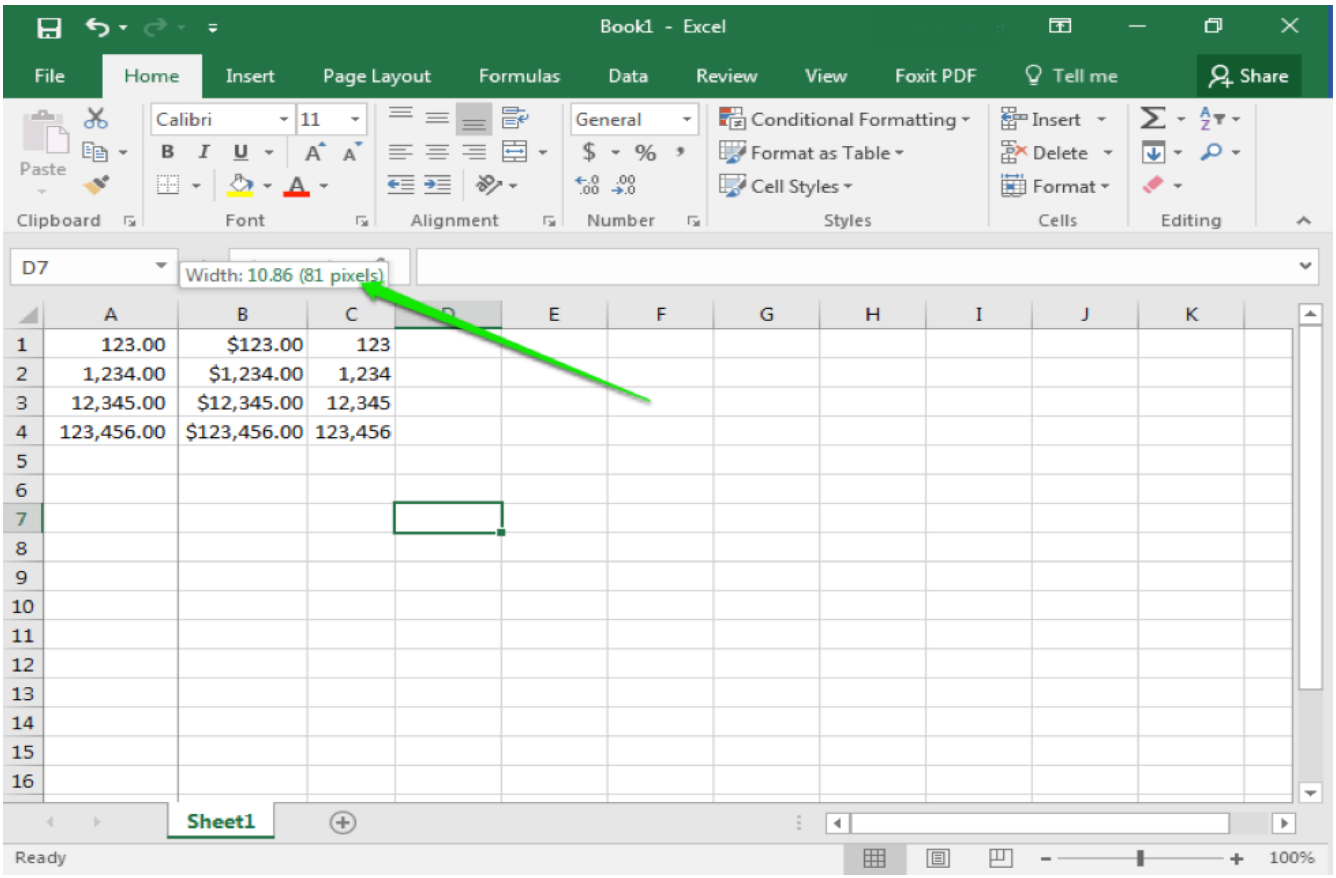
1. To use the ribbon commands, what menu and grouping of commands will you find the Insert and Delete command?

Ans. Following are the tabs in the excel ribbon.

This is the most popular bar and displayed by default when excel is opened. This tab contains the basic Clipboard commands, formatting commands, style commands, commands to insert and delete rows or columns, plus an assortment of worksheet editing commands.

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

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



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

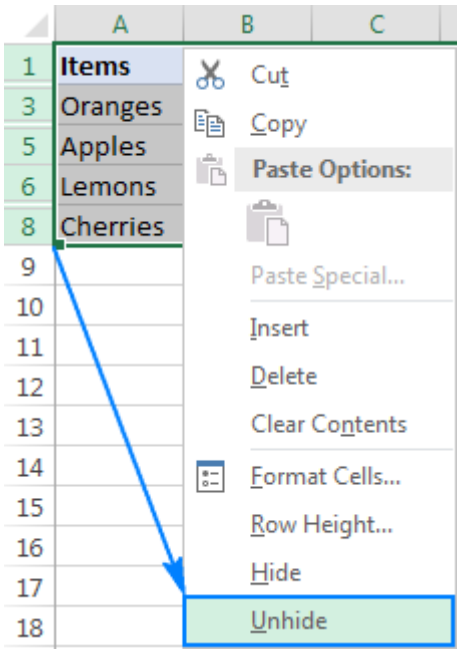
Ans. It is necessary to change width and height in excel to fit the data. Excel by default provide equal width and height with respect to columns and rows. Whenever we enter a lengthy data, few characters will get displayed and other will be present inside the cell but will be hidden to the use

4. What is the keyboard shortcut to unhide rows?

Ans. If you'd rather not take your hands off the keyboard, you can quickly hide the selected row(s) by pressing this shortcut: Ctrl + 9

Unhide rows with a keyboard shortcut

Ctrl + Shift + 9



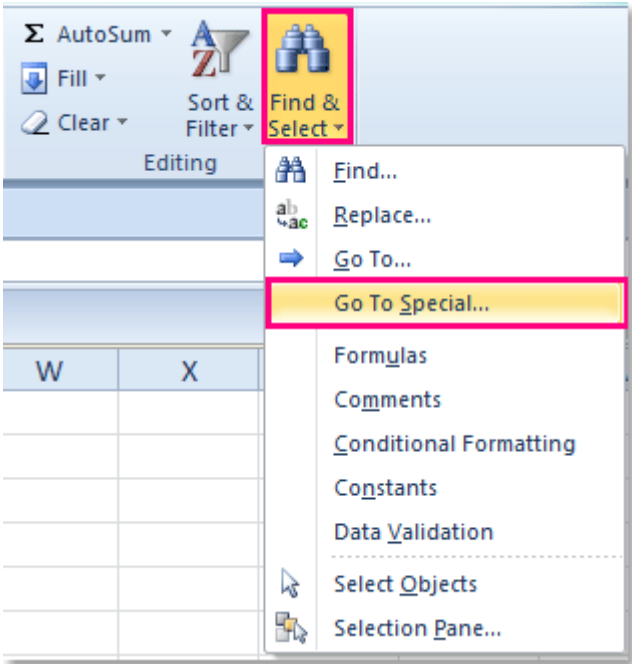
5. How to hide rows containing blank cells?

Ans.

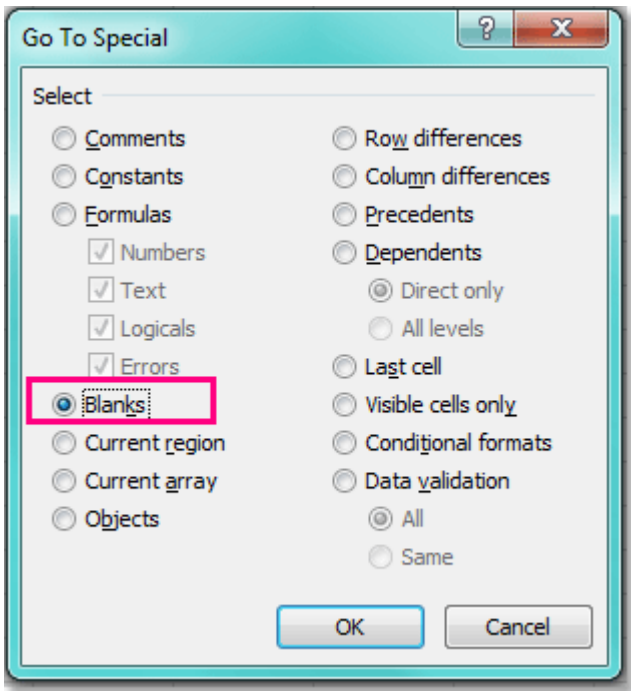
A. Select the range that contains empty cells you want to hide.
B. On the Home tab, in the Editing group, click Find & Select > Go To Special

C. In the Go To Special dialog box, select the Blanks radio button, and click OK.
D. Press Ctrl + 9 to hide the corresponding rows

On the Home tab, in the Editing group, click Find & Select > Go To Special



In the Go To Special dialog box, select the Blanks radio button, and click OK.



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All of the blank cells in the selection have been selected

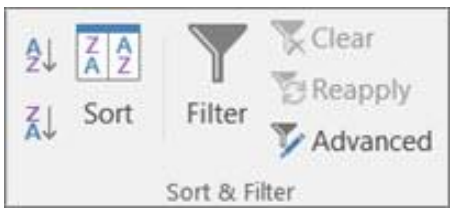
	A	B	C	D	E	F	G	H	I
1	2649	3317	2970	1123	3937		1237	1308	1025
2	384	4678	2625	3850	1709	3107	4888	4895	3004
3		4166		4631	155	3284	1349		917
4	4397	3105	4477	768	3312	4119	1417	327	3775
5	335	4566	1200	1632	2562	4265	1033	3045	3910
6	3871	4263	2063	2481	4256	4629	363		2977
7	1234	3019	3261		4774	1524	3213	1841	3203
8	1548	4616	1466	3506	2533	1482	4332	4653	429
9	1904	3178		2515	3697	2110	4374	2479	
10	3854	2015	3850	4848	505	2484	1242	283	2308
11		649	4792	4676	3419	820	1161	4485	3430
12	2544	465	1830	681	3149	4604	4300	3459	2750
13	1373	3719	4322	1250	412		3275	4360	
14	4353	1701	4211	3982	2363	2350	4174	3818	4103
15	637	2228		983	1453	4213	3681	1930	2114
16	1519	3272	3867	4247	647	2046	4735	4870	1564

Then you can press **Ctrl + 9** keys together to hide the rows which have blank cells.

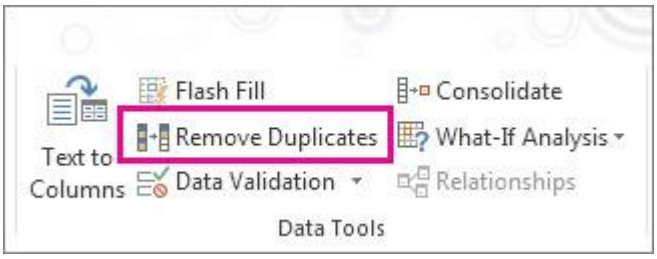
	A	B	C	D	E	F	G	H	I
2	384	4678	2625	3850	1709	3107	4888	4895	3004
4	4397	3105	4477	768	3312	4119	1417	327	3775
5	335	4566	1200	1632	2562	4265	1033	3045	3910
8	1548	4616	1466	3506	2533	1482	4332	4653	429
10	3854	2015	3850	4848	505	2484	1242	283	2308
12	2544	465	1830	681	3149	4604	4300	3459	2750
14	4353	1701	4211	3982	2363	2350	4174	3818	4103
16	1519	3272	3867	4247	647	2046	4735	4870	1564

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

Ans. In Excel, there are several ways to filter for unique values—or remove duplicate values: To filter for unique values, click **Data > Sort & Filter > Advanced**.



To remove duplicate values, click **Data > Data Tools > Remove Duplicates**.



- To highlight unique or duplicate values, use the **Conditional Formatting** command in the **Style** group on the **Home** tab.

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