**Excel Assignment - 4**

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

A.1. In Excel, the ‘Insert’ and ‘Delete’ commands can be found under the ’Cells’ group on the ‘Home’ tab of the Ribbon.

Here’s how you locate them:

1. Open Excel and look at the Ribbon at the top of the excel window.
2. Click on the ‘Home’ tab if it’s not already selected.
3. In the ‘cells’ group, you will find the ‘Insert’ and ‘Delete’ commands.

The ‘Insert’ command allows you to insert cells, rows and columns into your worksheet, while the ‘Delete’ command lets you delete cells, rows, and columns.

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

A.2. If we set a row height or column width to 0 (zero) in Excel, the row or column will be hidden. This is a quick way to hide rows or columns without having to navigate through the Excel menu.

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

**A.3.** Yes, we need to change to height and width in excel and there are several reasons to change the height and width of a cell in excel

1. **Data visibility**: If the data in a cell is too long to be fully visible in the default cell size, we might need to increase the cell width and height to make the entire content visible.

2. **Formatting and Presentation:** Adjusting cell sizes can help improve the readability and appearance of your spreadsheet.

3. **Printing:** If we are preparing your spreadsheet for printing, we might need to adjust cell sizes to ensure that your data fits well on the printed page.

4.**Custom Needs:** Depending on the specific needs of our projects, we might need to adjust cell size.

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

A.4. The keyboard shortcut to unhide the rows is CTRL + SHIFT +9.

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

**A.5.**

**1.** Select any cell in dataset and press **Ctrl + A** to select all used cells.

2. Go to the **Home** tab and click on **Find & Select.** A drop-down menu will appear. Select **GO to Special** from there.

3. In the **GO To Special** window, select **Blanks** and click **Ok** to proceed.

4. Finally, press **Ctrl + 9** to hide the rows that contain blank cells.