**ASSIGNMENT 4**

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

Ans) On the home tab, under the cells group we will find the insert and delete command.

Home→ cells

* Insert and delete command consist of inserting or deleting the rows or columns in the sheet.

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

Ans) When we set row height or column width to 0, then excel hides that particular row or column.

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

Ans) Yes, Excel by default provides equal width and heights to the columns and rows of each cells respectively. When we need to enter the large data, only specific part of the data is visible and the remaining is hidden to user in the cell. So, to fit the entire data that we enter to visible to the user we need to adjust the height and width of the cells.

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

Ans) Key board shortcut to unhide the rows id ctrl + shift + 9

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

Ans)

* First click on any blank cell in the sheet then on the home tab, go to the editing group then click on find and select command.
* Now click on Go To special or go to then specials and check on blanks and hit ok.
* All the blank cells on the sheet will be selected now we can hide the cells using ctrl + 9 or go to format command in the cells group then click on hide and unhide rows and click on hide rows.

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

Ans)

* Select the range of data where you want to find the duplicate values.
* On the home tab, under the styles group click on conditional formatting.
* Click on highlight cells rules drop down list and select duplicate values.
* It displays a duplicate values dialogue box and click on the style that you wanted to see duplicate values which are mentioned in the drop down list besides the value with and hit ok.
* Now all the duplicate values are highlighted in the sheet.
* Now go to Data tab on the ribbon and select remove duplicates command under the data tools group.
* A dialogue box is opened, here we have to check two or more columns that we want to remove and click ok.
* All the duplicate values that we want are now removed.