

Assignment-4

iNeuron

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

Ans:- 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.

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

Ans:- if we set the row height to 0 (zero), **Excel will hide the row.**

Q.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 provides equal width and height with respect to columns and rows. Whenever we enter a lengthy data, few characters will get displayed and others will be present inside the cell but will be hidden to the user.

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

Ans:- **Press and hold down the Ctrl and the Shift keys on the keyboard.** Press and release the number 9 key without releasing the Ctrl and Shift keys. The hidden row(s) will become visible.

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

Ans:- We can select the blank cells first and then apply the shortcut keys to hide the rows which contain blank cells. **We can hide rows containing blank cells with following steps:**

1. Select the data range which contains the blank cells which we want to hide.
2. Then click **Home > Find & Select > Go To Special.**
3. And in the **Go To Special** dialog, **select the Blanks option**, and then **click the OK button.**
4. All of the blank cells in the selection have been selected.
5. Then we can press **Ctrl + 9** keys together to hide the rows which have blank cells.

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

Ans:- steps to hide the duplicate values using conditional formatting in excel:

1. Select the cells you want to check for duplicates.
2. Click **Home > Conditional Formatting > Highlight Cells Rules > Duplicate Values.**
3. In the box next to values with, pick the formatting you want to apply to the duplicate values, and then **click OK.**