Advance Excel Assignment 4

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

- Home Menu and Cells

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

When we set row height or column width to 0 the respective column or row will get hided.

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

Excel by default provides equal width and height to each cell irrespective of the data that cell contains when the data is more, we won't get to see the whole data to avoid this we need to change and fix the cell height and width.

4. What is the keyboard shortcut to unhide rows?

Ctrl + Shift + 9

5. How to hide rows containing blank cells?

Press Ctrl + G > select special > select blank > **Ctrl + 9**

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

- Select the data where we want to find and hide duplicates.
- From the Home menu select Conditional Formatting.
- Select Highlight cell Rules and Duplicate values.
- Select the Custom format from the drop-down.
- Change the color from automatic to white.