

Excel_Assignment 4

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

Ans: The Insert and Delete command can be found in the Home tab, under the Editing group.

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

Ans: If the row height or column width is set to 0 (zero), the row and column will be hidden.

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

Ans: There is no need to change the height and width of a cell. Cells will automatically resize to fit the contents of the cell.

4. What is the keyboard shortcut to unhide rows?

Ans: The keyboard shortcut to unhide rows is Ctrl+Shift+9.

5. How to hide rows containing blank cells?

Ans: To hide rows containing blank cells, select the rows that you want to hide, click the Data tab, and then click Filter. Click the drop-down arrow next to the column that you want to filter, and then click Text Filters. Click Contains Blank, and then click OK. The rows containing blank cells will be hidden.

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

Ans: To hide the duplicate values using conditional formatting, select the range of cells that you want to format. On the Home tab, in the Styles group, click conditional formatting. Click Highlight Cell Rules, and then click Duplicate Values. In the Duplicate Values dialog box, click Format only unique or duplicate values, and then click OK. The duplicate values will be hidden.

