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FSDA Batch 1

Excel Assignments

#### **Assignment 4**

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

The Insert and Delete commands can be found in the "Cells" group on the "Home" tab of the ribbon in Excel. To access these commands, click on the "Home" tab on the ribbon, and then look for the "Cells" group. The Insert and Delete commands are located in this group.

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

If you set the row height or column width to 0 (zero), the row or column will be hidden.

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

There may be a need to change the height and width of cells in Excel if the data in the cells does not fit within the current cell size, or if you want to adjust the layout of the worksheet. For example, you might need to increase the row height to fit large amounts of text in a cell, or you might need to decrease the column width to fit more columns on the screen.

### **4. What is the keyboard shortcut to unhide rows?**

The keyboard shortcut to unhide rows in Excel is Ctrl + Shift + 9. To use this shortcut, press and hold the Ctrl and Shift keys on your keyboard, and then press the 9 key. This will unhide any hidden rows in the current selection.

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

To hide rows containing blank cells in Excel, you can use the following steps:

- Select the rows that you want to hide.
- Click on the "Home" tab on the ribbon.
- Click on the "Find & Select" button in the "Editing" group.
- Click on "Go To Special" from the drop-down list.
- In the "Go To Special" dialog box, click on the "Blanks" option and then click on "OK".

- Excel will select all the blank cells in the selected rows.
- Press the Ctrl + - keys on your keyboard to hide the selected rows.

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

To hide duplicate values using conditional formatting in Excel, you can use the following steps:

- Select the range of cells that you want to check for duplicates.
- Click on the "Home" tab on the ribbon.
- Click on the "Conditional Formatting" button in the "Styles" group.
- Click on "Highlight Cells Rules" from the drop-down list.
- Click on "Duplicate Values" from the sub-menu.
- In the "Duplicate Values" dialog box, choose a formatting style for the duplicates and then click on "OK"

Excel will apply the chosen formatting style to all the duplicate values in the selected range, and the duplicates will be easier to identify.