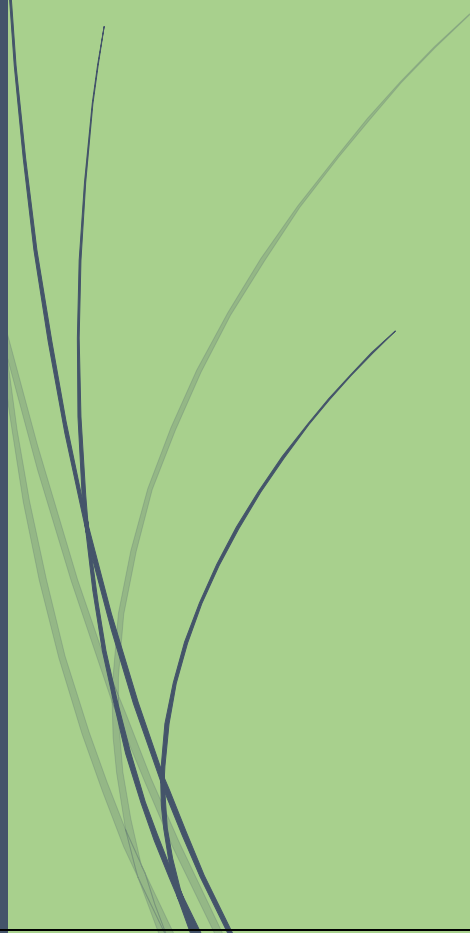


1/3/2023

# iNeuron

Assignment - 4



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

Solution: Follow below steps to Insert Column using command

Step 1: Select the column, by pressing CTRL + SPACEBAR

Step 2: Insert column, by pressing, CTRL + (+)

Below is an example I performed

	Charchit	✓	✓	Charchit	

	Charchit	✓	✓		Charchit	

Follow below steps to add Row using command

Step 1: Select row by pressing SHIFT + SPACEBAR

Step 2: Insert row by pressing ALT + L +R

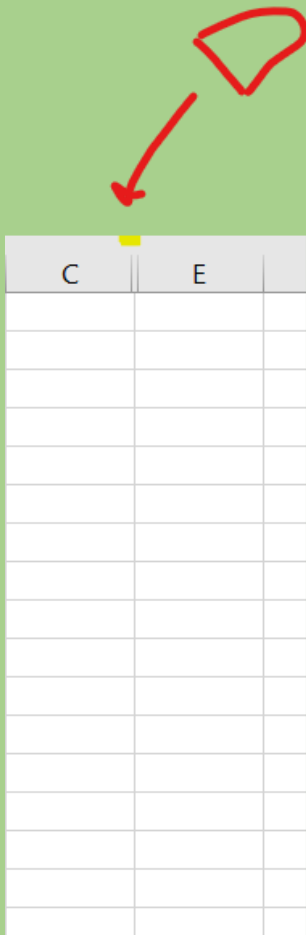
	A	B	C	
1	Charchit			
2				
3	Mangal			
4				
5				

	A	B	C	D
1	Charchit			
2		✓		
3		✓		
4	Charchit			
5				
6				
7				

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

Solution: Excel will hide that row or column

Example of a column with 0 width is given below, which then become hidden. Below 'D' got hidden



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

Solution: Yes, definitely. We need to change height and width, whenever length of the data is more and its not visible properly. So, we can change dimensions of elements.

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

Solution: CTRL + SHIFT + (

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

Solution: To hide rows, follow below steps

Step 1: First activate Developer tool, by clicking on File -> Option -> Tick on Developer Option -> Click OK

Step 2: In, the below example, first we will use if condition to see if row is empty or not

Step 3: We will use visual basic option under developer's tool

Step 4: Here, we will code which check of cell is empty or not. If, cell is empty it will hide cell

Step 5: Now, insert Button on column by selecting, Developer tool -> Insert -> select button

Step 6: Right click on button -> click on select macro -> select module which we created

Step 7: Simply click on button and it will automatically hide rows with empty cell

	A	B	C	
1	Identifier Column	HideButton		
2		1 Mangal		
3		1 Ikshita		
18		1 Charchit		
20		1 Mangal		
21		1 Ikshita		
22		1 Mangal		
23		0		
24		1 Udaipur		
25		0		
26		1 Jaipur		
27		0		
28		1 Bangalore		
29				
30				
31				
32				

	A	B	C
1	Identifier Column	HideButton	
2		1 Mangal	
3		1 Ikshita	
18		1 Charchit	
20		1 Mangal	
21		1 Ikshita	
22		1 Mangal	
24		1 Udaipur	
26		1 Jaipur	
28		1 Bangalore	
29			
30			
31			

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

Solution: In, below example there are two duplicate values

Name	Age
Charchit	20
Charchit	20
Ikshita	21
Aakash	23
Suraj	26

We will use conditional formatting

Follow below steps

Step 1: Select table

Step 2: From, Home tab go on conditional formatting & choose new rule

Step 3: Then select, Format only unique or duplicate values

Step 4: Select Format & change font Colour to 0

Format Cells dialog box (Font tab) is open over a spreadsheet. The spreadsheet shows a table with columns Name and Age.

Name	Age
Charchit	20
Charchit	20
Ikshita	21
Aakash	23
Suraj	26

The Format Cells dialog box (Font tab) shows the following settings:

- Font: Calibri Light (Headings)
- Font style: Regular
- Size: 11
- Underline: None
- Effects: Strikethrough (checked), Superscript (unchecked), Subscript (unchecked)
- Color: Automatic

For Conditional Formatting you can set Font Style, Color, and Size.

Name	Age
Ikshita	21
Aakash	23
Suraj	26