**Assignment-4**

**Q1. To use the ribbon commands, what menu and grouping of commands will you**

**find the Insert and Delete command?**

**Ans.** To add or remove a cell, you can go to the Home menu, look in the Cells grouping of commands and click on Insert to add or Delete to remove. You can also use the right-click method. Right-click where you want to add or remove a cell, and the drop-down menu includes the Insert and Delete commands.

**Q2. If you set a row height or column width to 0 (zero), what happens to the row and**

**column?**

**Ans**.  It sets to the default width or height. It asks for a new value. It hides the row or column.

**Q3 Is there a need to change the height and width in a cell? Why?**

**Ans** Whenever we enter a lengthy data, few characters will get displayed and other will be present inside the cell but will be hidden to the user. It is necessary to change the rows and column's height and width to have a good presentation in excel.

**Q4.** **What is the keyboard shortcut to unhide rows?**

**Ans. Ctrl+9 is the shortcut key to hide rows.**

**Q5. How to hide rows containing blank cells?**

Ans Select the range that contains empty cells you want to hide.

1. On the Home tab, in the Editing group, click Find & Select > Go To Special.
2. In the Go To Special dialog box, select the Blanks radio button, and click OK. ...
3. Press Ctrl + 9 to hide the corresponding rows.

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

**excel?**

**Ans,** Select the range you want to hide duplicates. ...

Then click Conditional Formatting > Highlight Cells Rules > Duplicate Values under Home tab. ...

1. In the Duplicate Values dialog box, select Custom Format in the values with drop-down list, and then click the OK button.