Advance Excel Assignment 4

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

In Excel, the "Insert" and "Delete" commands can be found in the "Cells" group of the "Home" tab in the ribbon.

To access these commands, first, select the row(s) or column(s) where you want to insert or delete cells. Then, go to the "Cells" group in the "Home" tab of the ribbon, and you will see the "Insert" and "Delete" commands.

Click on the "Insert" button to open the drop-down menu, and choose one of the options to insert cells, rows, or columns. Click on the "Delete" button to open the drop-down menu, and choose one of the options to delete cells, rows, or columns.

These commands can also be accessed by right-clicking on the selected rows or columns and selecting the "Insert" or "Delete" option from the context menu.

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

If you set a row height or column width to 0 (zero) in Excel, the row or column will be hidden from view. This means that the row or column will not be visible in the worksheet, and any data or formulas contained in that row or column will be hidden as well.

To set a row height or column width to zero, you can use the "Format" command in the "Home" tab of the ribbon. Select the row or column that you want to hide, and then go to the "Format" command and choose "Row Height" or "Column Width". Enter 0 (zero) as the new height or width, and click OK to confirm.

Note that hiding a row or column in this way does not delete or remove the data or formulas contained in that row or column; it simply makes them temporarily invisible. If you need to permanently delete a row or column from your worksheet, you can use the "Delete" command in the "Home" tab or the "Right-click" menu.

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

Yes, there are situations where you may need to change the height and width of cells in Excel. Here are a few examples:

1. To fit the cell content: If the content in a cell is too long or wide, it may not fit within the default cell size. In this case, you may need to adjust the row height or column width to ensure that the content is visible in the cell.
2. To improve readability: You may want to increase the row height or column width to make the content more visible and easier to read. For example, if you have a worksheet with a lot of data, increasing the row height and column width can make it easier to navigate and understand.
3. To make the worksheet more visually appealing: Adjusting the row height and column width can help create a more balanced and visually pleasing worksheet. You may want to increase the row height and column width for headings or important information to make them stand out from the rest of the content.

In general, changing the height and width of cells in Excel can help improve the readability, usability, and visual appeal of your worksheet. However, it is important to keep in mind that increasing the row height and column width can also increase the size of the worksheet file, so it is important to balance these considerations accordingly.

4. What is the keyboard shortcut to unhide rows?

To unhide rows in Excel using the keyboard shortcut, you can follow these steps:

1. Select the rows above and below the hidden rows.
2. Press the "Shift" key and the "Ctrl" key at the same time.
3. While holding down these keys, press the number 9 key (i.e., Shift+Ctrl+9).

This keyboard shortcut will unhide any rows that are currently hidden within the selected range. If you need to unhide multiple rows that are not contiguous, you can select the entire worksheet by pressing the "Ctrl" key and the "A" key at the same time before using the keyboard shortcut.

5. How to hide rows containing blank cells?

To hide rows containing blank cells in Excel, you can follow these steps:

1. Select the rows that you want to check for blank cells. You can do this by clicking on the row number on the left side of the worksheet.
2. Click on the "Home" tab on the ribbon.
3. Click on the "Find & Select" button in the "Editing" group, and then choose "Go To Special" from the drop-down menu.
4. In the "Go To Special" dialog box, choose "Blanks" and click "OK". This will select all blank cells in the selected rows.
5. Right-click on one of the selected cells and choose "Hide" from the context menu. This will hide all rows that contain blank cells.
6. To unhide the rows, you can select the rows above and below the hidden rows, right-click on them, and choose "Unhide" from the context menu.

Alternatively, you can use the "Filter" feature in Excel to hide rows with blank cells. To do this, you can select the entire table or range, click on the "Data" tab on the ribbon, and choose "Filter" from the "Sort & Filter" group. Then, you can use the filter drop-downs to filter out the blank cells and hide the rows that contain them.

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 follow these steps:

1. Select the range of cells that you want to check for duplicates.
2. Click on the "Home" tab on the ribbon.
3. Click on the "Conditional Formatting" button in the "Styles" group, and then choose "Highlight Cells Rules" from the drop-down menu.
4. Choose "Duplicate Values" from the sub-menu.
5. In the "Duplicate Values" dialog box, choose "No Format" from the "Format cells that contain" drop-down list. This will ensure that the duplicates are not highlighted.
6. Click the "OK" button to close the dialog box.
7. Now, any duplicates in the selected range will be hidden. To unhide them, you can remove the conditional formatting by clicking on the "Conditional Formatting" button and choosing "Clear Rules" from the sub-menu.

Note that this method does not actually hide the duplicates, but rather makes them appear as if they are hidden. To truly hide the duplicates, you would need to filter them out or delete them from the worksheet.