Advanced Excel Assignment (4) :-

① To use the ribbon commands, what menu & grouping of commands will you find the Insert & select command?

Sol: We will find that in HOME menu (Tab) & in cells grouping bar.

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

Sol: If we do this, then Excel will hide both the row & column.

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

Sol: Yes, there is a need to change the height & width in a cell to fit the data in it. Whenever we enter a lengthy data, few characters will get displayed and other will be present inside the cell which will get hidden. To display it properly we need need to increase the width & height of a cells.

④ What is the keyboard shortcut to unhide rows?

Sol: Ctrl + Shift + 9

⑤ How to hide rows containing blank cells?

Sol: Select the entire rows & columns where the data is and in HOME TAB, under editing grouping Find & select dropdown will be there, go to click on "Go to special" → tick "Blanks" → OK.

By doing the previous steps, the blank cells will get highlighted. Now to hide them press $(Ctrl + 9)$ to unhide press $(Ctrl + Shift + 9)$

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

Solu   Select the Range of cells to be analysed then go to conditional formatting → then Highlight Cells Rules → Duplicate values, a window will pop up, edit the value with a drop down to custom formate and the Format cell will pop up, there Set the colour of cell similar to the background colour of the Font, then press OK.