

ASSIGNMENT-4 FOR ADVANCE EXCEL

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

Home: This is the most popular bar and is displayed by default when excel is opened. This tab contains the basic Clipboard commands, formatting commands, style commands, commands to insert and delete rows or columns, plus an assortment of worksheet editing commands.

Insert: This tab provides options to insert something in a worksheet- a table, a diagram, a chart, a symbol, a Pivot table, and so on.

Page Layout: This tab contains commands that affect the overall appearance of your worksheet, including some settings that deal with printing.

Formulas: Use this tab to insert a formula, name a cell or a range, access the formula auditing tools, or control how Excel performs calculations.

Data: Excel's data-related commands are on this tab, including data validation commands.

Review: This tab contains tools to check to spell, translate words, add commands, or protect sheets.

View: The view contains commands that control various aspects of how a sheet is viewed. Some commands on this tab are also available in the status bar.

Developer: This tab isn't visible by default. It contains commands that are useful for programmers. To display the Developer tab, choose file options and then select customize the ribbon. In the Customize the ribbon section on the right, make

sure Main tabs are selected in the drop-down control, and place a checkmark next to the developer.

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

To use the ribbon commands:

1. Select the columns
2. Go to the Home menu in the ribbon
3. Look at the cells grouping of commands
4. Click on Format
5. Select column width
6. Enter the value.

To use the right-click method:

1. Select the columns
2. Right-click with your mouse anywhere in the selected area
3. Select Column width from the options menu
4. Enter the value.

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

1. Changes in Column Width :

The need for changing a column width is for adjusting the data properly. This is helpful when the data in the cells of the columns to be displayed is too broad/long.

2. Changes in the row height :

In Excel, you can also change the height of the rows along with the width of the columns in a worksheet.

4. What is the keyboard shortcut to unhide rows?

The combination for unhiding columns is **Ctrl+Shift+9**.

Type the cell reference A1 into the **Name Box**.

Press the **Enter** key on the keyboard to select the hidden column.

Press and hold down the **Ctrl** and the **Shift** keys on the keyboard.

Press and release the **9** key without releasing the **Ctrl** and **Shift** keys.

5. How to hide rows containing blank cells?

Select the data range which contains the blank cells you want to hide.

Then click **Home > Find & Select > Go To Special**.

You also can press **Ctrl + G** to open **Go To** dialog and click **Special** to get the **Go To Special** dialog.

And in the **Go To Special** dialog, select the **Blanks** option, and then click **OK** button.

All of the blank cells in the selection have been selected

Then you can press **Ctrl + 9** keys together to hide the rows which have blank cells.

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

Select the range you want to hide duplicates.

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

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

In the Format Cells dialog box, go to the **Font** tab, and in the Color drop-down list, choose a font color that matches the background color of your selected range cell. And finally click the **OK** button.

When it returns to the Duplicate Values dialog box, click the OK button.