Excel Assignment – 4

1. The ribbon organizes commonly used actions together in an intuitive and visual way. The Groups organize related commands together and the menu is available with sub-commands under the command button. The Insert commands related to adding items to spreadsheet such as Graphs, Tables, Charts and Delete command related to remove the content.
2. If the row height or column width is set to 0 it will hide the content in the row. If the row height is set to greater than 0 so they are visible to the user.
3. When we need to write longer data, because it wont be visible in the given width. We can use the alt+enter and enter data in the same cell to make it visible.
4. To Unhide the rows keyboard shortcut which is used Ctrl+Shift+( .
5. To hide the rows containing blank cells select the blank cells and click Home-> Find & Select-> Go to Special. In the Go to Special Dialog select Blank option and press Ctrl+9 keys together to hide the rows which has blank cells.
6. To hide the duplicate values select the range to hide the values. Then click Conditional Formatting-> Highlight Cells Rules-> Duplicate Values under Home tab.

In the Duplicate Values dialog box, select Custom Format in the values with drop-down list and in the Format Cells go to Font tab select Color drop-down list to hide duplicates in rows.