Advance Excel Assignment 4

1. 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.

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

ANS. the corresponding row or column will become hidden and will not be visible on the screen.

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

ANS.Yes there is a need to change the height and width in a cell. Because if the data being entered into cell is wider or narrower than we will to change the height and width of the cell.

1. What is the keyboard shortcut to unhide rows?

ANS. Ctrl + Shift + 9

1. How to hide rows containing blank cells?

ANS.  first select the row(s) you want to hide. Then, click on the "Data" menu and select "Filter views." In the "Filter views" window that appears, select the column you want to use to filter the data.

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

ANS. Select one or more cells in a range, or pivot table report. On the home tab, in the styles group, click the arrow for conditional formatting , and then click manage rules to display the conditional formatting rules manager popup window. Under select a rule type, click format only unique or duplicate values.