

ASSIGNMENT-4 SOLUTIONS

1. We can use Cells grouping in Home tab to use ribbon commands for insert and delete.
2. That row or column will be hidden.
3. Sometime height of a row or width of column need to be changed to accommodate all data in that particular row or column.
4. Keyboard Shortcut to unhide rows is Ctrl+Shift+9.
5. To hide rows containing blank cells:
 - i. Select the data range which contains the blank cells you want to hide.
 - ii. Then click Home > Find & Select > Go To Special.
 - iii. And in the Go To Special dialog, select Blanks option, and then click OK button.
 - iv. All of the blank cells in the selection have been selected.
 - v. Then Press Ctrl+9 to hide all rows containing blank cells.
6. To hide duplicate values using conditional formatting:
 - i. Select the range in which duplicates are to be hidden.
 - ii. Then click Conditional Formatting > Highlight Cells Rules > Duplicate Values under Home tab.
 - iii. In the Duplicate Values dialog box, select Custom Format in the values with drop-down list, and then click the OK button.
 - iv. In the Format Cells dialog box, go to the Font tab, and in the Color drop-down list, choose a font color which matches the background color of selected range cell. And click the OK button.
 - v. When it returns to the Duplicate Values dialog box, click the OK button. Now all duplicate records in selected columns are hidden immediately.