Advance Excel Assignment 4

**Question 1) To use the ribbon commands, what menu and grouping of commands will you find the Insert and Delete command?**

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.

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

It sets to the default width or height.

**Question 3) Is there a need to change the height and width in a cell? Why?**

It is necessary to change width and height in excel to fit the data. Excel by default provide equal width and height with respect to columns and rows. Whenever we enter a lengthy data, few characters will get displayed and other will be present inside the cell but will be hidden to the user

**Question 4) What is the keyboard shortcut to unhide rows?**

Ctrl + 9

**Question 5) How to hide rows containing blank cells?**

Select the range that contains empty cells you want to hide.

On the Home tab, in the Editing group, click Find & Select > Go To Special.

In the Go To Special dialog box, select the Blanks radio button, and click OK. ...

Press Ctrl + 9 to hide the corresponding rows..

**Question 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 Home tab

In the Duplicate Values dialog box, select Custom Format in the values with drop-down list,

and then click the OK button.