

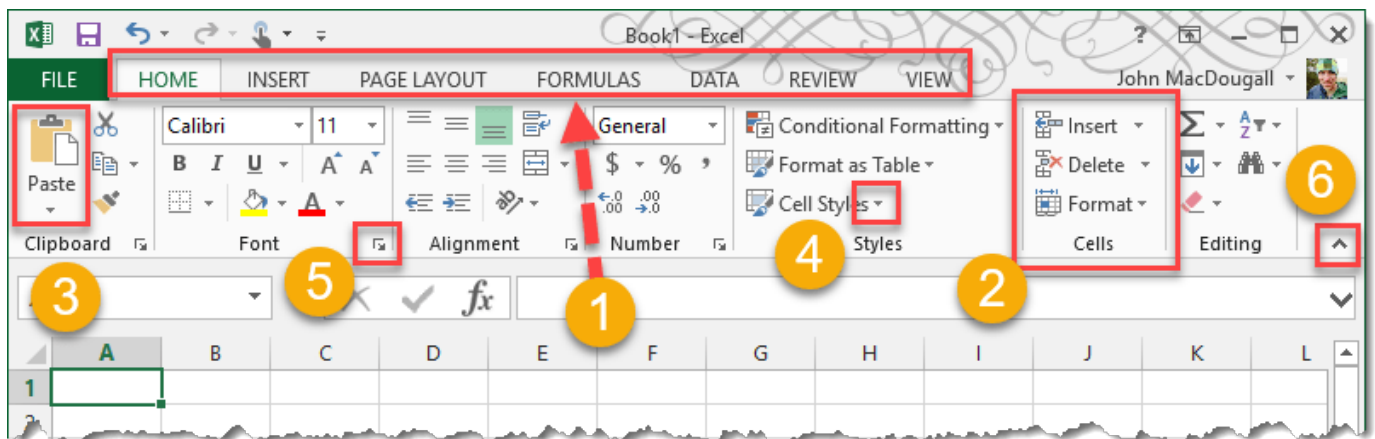
Advance Excel Assignment 4

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

Ans- Insert and Delete Command is present within “Cells” group within “Home” tab of MS Excel

>Home Tab>Cells Group>Insert and Delete Command

In below image , it is located in 2nd box

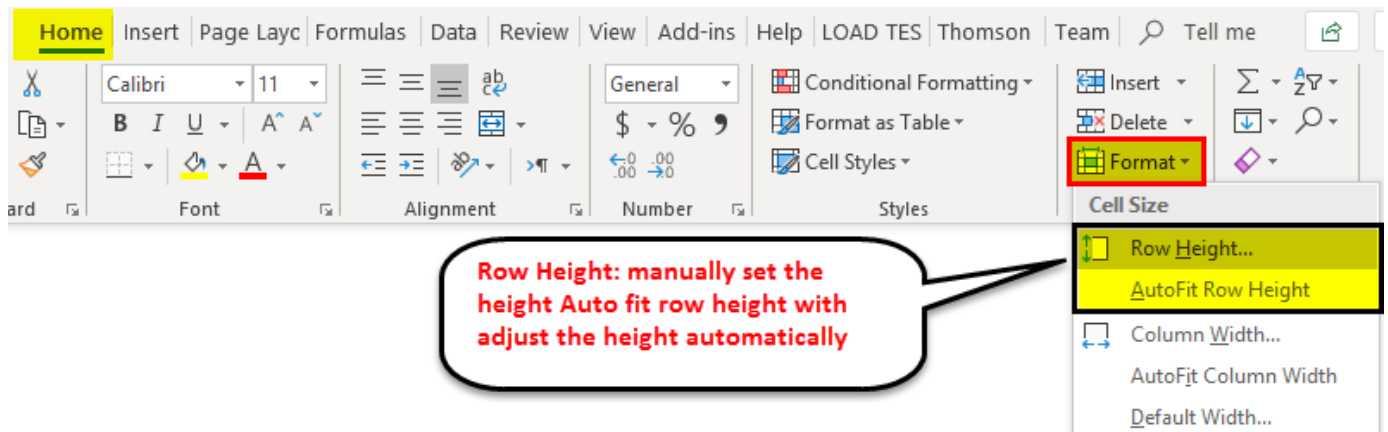


2. If you set a row height or column width to 0 (zero), what happens to the row and column?

Ans- When row height and column width is set to zero then the the cells becomes hidden and is not visible.

This can be done by Format option

>Home Tab>Cells group>Format Option>Adjust and row height and column width



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

Ans- There can be need to change height and width of cell for various reasons such as

a) Hiding data- by reducing width and height to zero

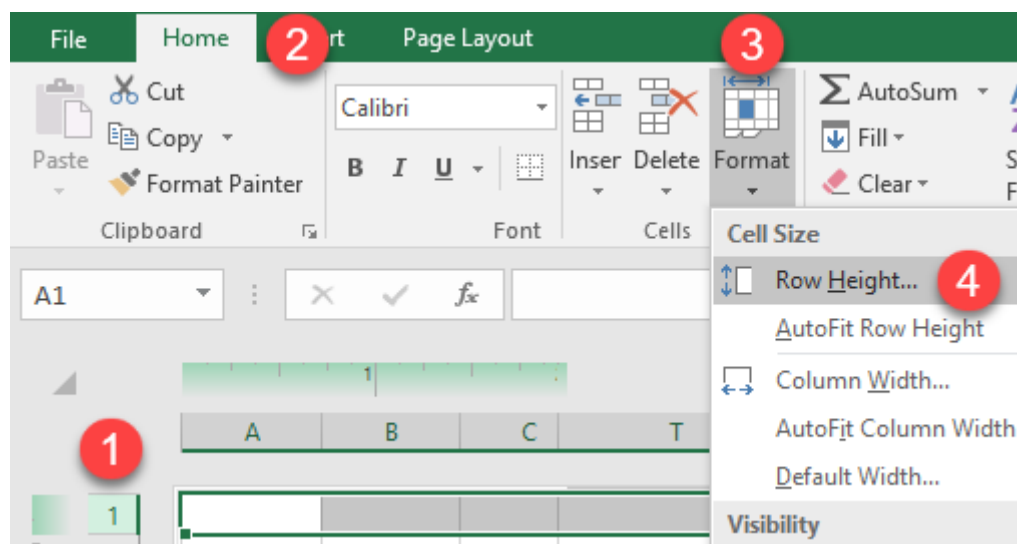
b) Print adjustment- so that data within cell is print friendly

c) Formatting alignment- this can enhance readability of data

d) Greater flexibility and control over appearance of data

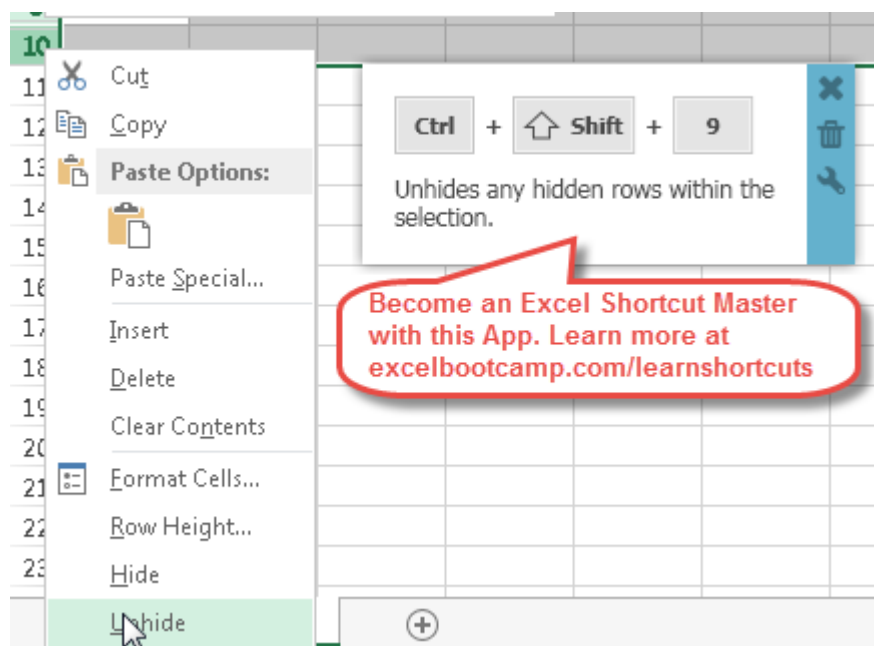
It can be done though

>Home tab>Cells group>Format option



4. What is the keyboard shortcut to unhide rows?

Ans- Ctrl+Shift+9 is the keyboard shortcut to unhide rows

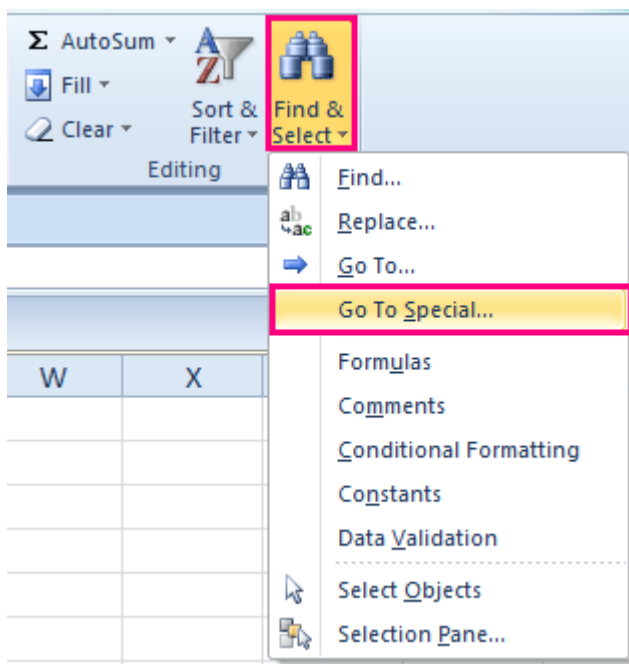


5. How to hide rows containing blank cells?

Ans- Rows containing blank cells can be hidden through below steps

>Select range of rows>Go to Home tab>Editing Group> Find and Select button>Go to Special> Choose blank cells and click OK>Right click blank cells > Choose Hide

>Another shortcut key is Ctrl+9



Delete Blank Rows Excel

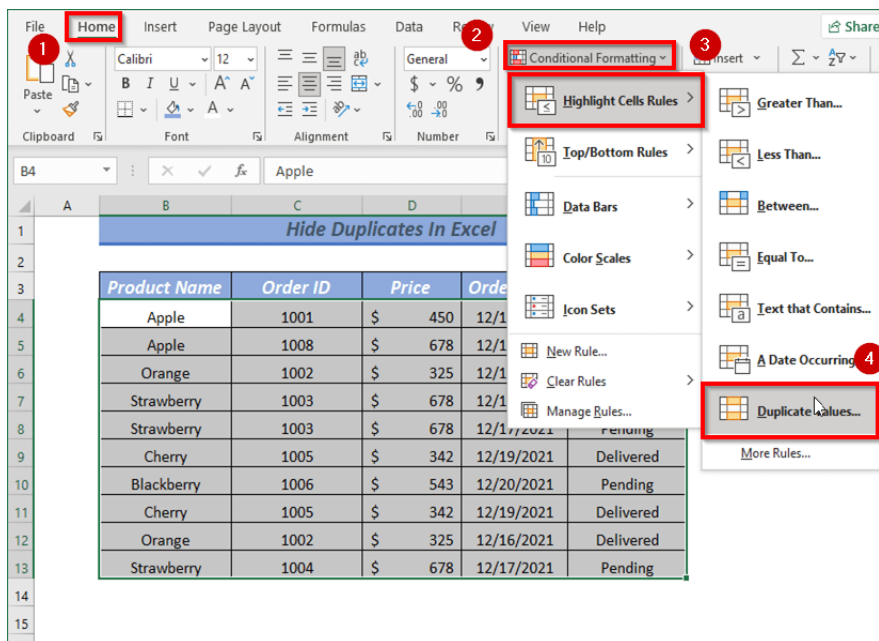
The screenshot illustrates the steps to delete blank rows in Excel. The 'Home' tab is active. The 'Go To Special' dialog box is open, and the 'Blanks' option is selected. The 'Delete' button in the ribbon is highlighted, and its dropdown menu is open, showing the 'Delete Sheet Rows' option. A red arrow points from the 'Blanks' option in the dialog box to the 'Delete Sheet Rows' option in the dropdown menu. Another red arrow points from the 'Delete' button in the ribbon to the 'Delete' dropdown menu. The spreadsheet shows a table with columns 'Month' and 'Revenue' for months Jan through Sep, with row 8 being a blank row.

	A	
1	Month	Rev
2	Jan	20
3	Feb	50
4	Mar	40
5	Apr	50
6	May	50
7	Jun	20
8		
9	Jul	60
10	Aug	20
11	Sep	10

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

Ans- Using conditional formatting duplicate values can be hidden through below steps

>Select cell range>Home tab>Styles group>Conditional formatting>Highlight cells rule>Choose duplicate values>



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