**Advance Excel Assignment 4**

1. **To use the ribbon commands, what menu and grouping of commands will you find the Insert and Delete command?**
   * In the ribbon, the Insert and Delete commands can typically be found in the "Home" tab under the "Cells" group. Specifically:
     + **Insert:** It is often found under the "Insert" option in the "Cells" group.
     + **Delete:** It is often found under the "Delete" option in the "Cells" group.
2. **If you set a row height or column width to 0 (zero), what happens to the row and column?**
   * If you set the row height or column width to 0 (zero), the row or column becomes hidden. It won't be visible on the worksheet, but the data in it will still exist. You can unhide the row or column by adjusting its height or width.
3. **Is there a need to change the height and width in a cell? Why?**
   * Changing the height and width of a cell is often necessary for formatting purposes or to accommodate the content within the cell. If the content in a cell is too large to fit, increasing the row height or column width ensures that the content is fully visible. It can also be done for aesthetic reasons to improve the overall layout of the worksheet.
4. **What is the keyboard shortcut to unhide rows?**
   * The keyboard shortcut to unhide rows is **Ctrl + Shift + 9**.
5. **How to hide rows containing blank cells?**
   * To hide rows containing blank cells:
     + Select the rows you want to check.
     + Go to the "Home" tab.
     + In the "Editing" group, click on "Find & Select" and choose "Go To Special."
     + Select "Blanks" and click "OK."
     + Right-click on any selected row number and choose "Hide."
6. **What are the steps to hide duplicate values using conditional formatting in Excel?**
   * To hide duplicate values using conditional formatting:
     + Select the range of cells you want to check for duplicates.
     + Go to the "Home" tab.
     + In the "Styles" group, click on "Conditional Formatting."
     + Choose "Highlight Cells Rules" and then "Duplicate Values."
     + Choose the formatting options (e.g., text color, fill color) for the duplicates.
     + Click "OK" to apply the formatting.

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