Advance Excel Assignment 4
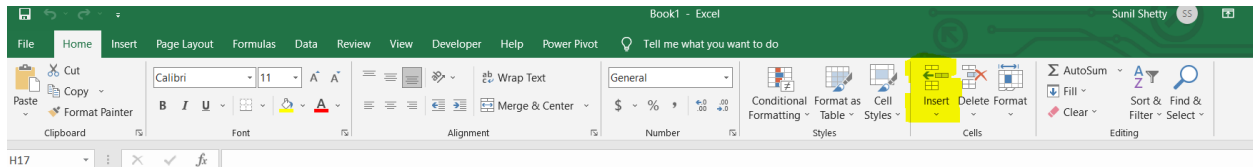
1. To use the ribbon commands, what menu and grouping of commands will you find the Insert and Delete command?

Ans: Under the Home Tab of the Ribbon Menu > Inside the Cell (grouping of Commands) we can find the Insert & Delete Command.

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

Ans: If a column's width is set to zero (0), the column is hidden. Similarly, if a row's height is set to zero, then the row is hidden

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

Ans: It is necessary to change width and height in excel to fit the data. Excel by default provides equal width and height with respect to columns and rows. Whenever we enter a lengthy data, few characters will get displayed and others will be present inside the cell but will be hidden to the user. So, there is a need to change the width and height in a cell to see all the data present inside the cell properly.

4. What is the keyboard shortcut to unhide rows?

Ans: Ctrl+Shift+(- this keyboard shortcut is used to Unhide Rows

5. How to hide rows containing blank cells?
Ans: With the Go To Special function, you can select the blank cells first and then apply the shortcut keys to hide the rows which contain blank cells. It can be done with following steps:

1. Select the data range which contains the blank cells you want to hide.
2. Then click Home > Find & Select > Go To Special
3. And in the Go To Special dialog, select the Blanks option, and then click the OK button
4. All of the blank cells in the selection would have been selected
5. Then you can press Ctrl + 9 keys together to hide the rows which have blank cells.
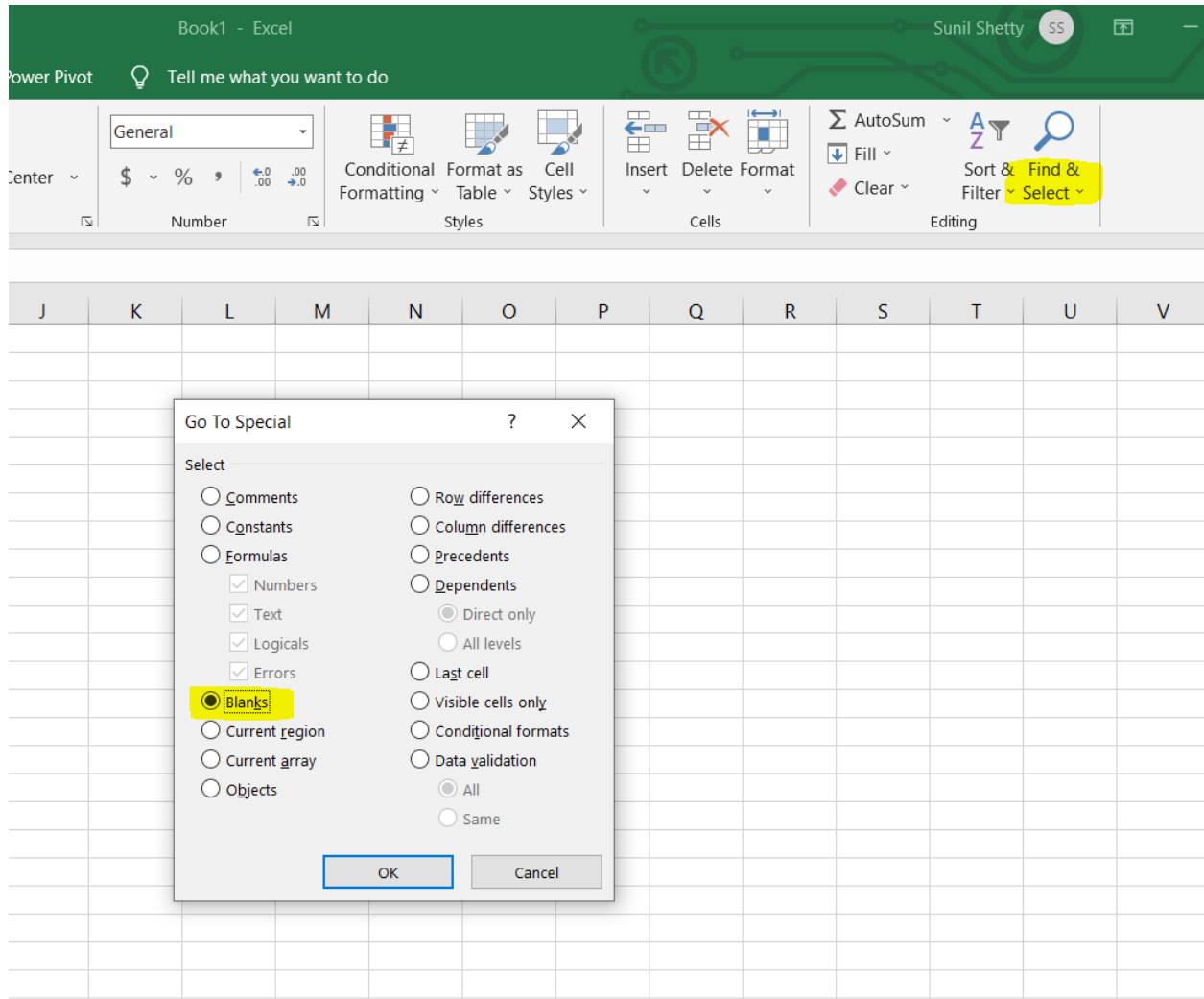
6. What are the steps to hide the duplicate values using conditional formatting in excel?

Ans:

1. Select range containing duplicates

2. On the Ribbon's Home tab, click the Conditional Formatting button, then click

New Rule

3. Click Use a Formula to Determine Which Cells to Format

o NOTE: In Excel 2003, choose Format|Conditional Formatting

o Then, from the first drop-down, choose Formula Is

4. For the formula, enter

=column first cell = second cell

5. Click the Format button.

6. Select a font colour to match the cell colour.

7. Click OK, click OK