**Advance Excel Assignment 4**

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

- To use the ribbon commands for Insert and Delete in Excel:

* Insert Command: The Insert command can be found in the "Home" menu on the Excel ribbon. It is located in the "Cells" group. You can click on the "Insert" button or use the dropdown arrow next to it to access various insertion options such as inserting cells, rows, columns, sheets, or specialized elements like tables or charts.
* Delete Command: The Delete command can also be found in the "Home" menu on the Excel ribbon. It is located in the "Cells" group, right next to the Insert button. You can click on the "Delete" button or use the dropdown arrow next to it to access various deletion options such as deleting cells, rows, columns, or clearing specific contents.

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

-If you set a row height or column width to 0 (zero), the row or column effectively becomes hidden and will not be visible in the worksheet. The zero height or width collapses the row or column to the smallest possible size, making it appear as if it is not there. However, the hidden row or column still exists and can be unhidden by adjusting the row height or column width back to a nonzero value.

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

-There may be a need to change the height and width in a cell to accommodate the content within it. If the content in a cell exceeds the default height or width, adjusting the height or width allows the content to be fully displayed. Additionally, modifying the height or width can be useful for formatting purposes to ensure consistent cell sizes or to align cells in a specific manner.

1. **What is the keyboard shortcut to unhide rows?**

**-** The keyboard shortcut to unhide rows in Excel is Ctrl + Shift + 9. Pressing this combination will unhide any hidden rows within the selected range or entire worksheet

1. **How to hide rows containing blank cells?**

**-** To hide rows containing blank cells in Excel:

* Select the range of cells or rows you want to check for blank cells.
* Go to the "Home" menu on the Excel ribbon.
* In the "Editing" group, click on "Find & Select" and then choose "Go To Special."
* In the "Go To Special" dialog box, select "Blanks" and click OK.
* All the blank cells within the selected range will be selected.
* Right-click on one of the selected rows and choose "Hide" from the context menu.
* The rows containing blank cells will be hidden.

1. **What are the steps to hide the duplicate values using conditional formatting in Excel?**

**-** Here are the steps to hide duplicate values using conditional formatting in Excel:

* Select the range of cells you want to check for duplicate values.
* Go to the "Home" menu on the Excel ribbon.
* In the "Styles" group, click on "Conditional Formatting" and then choose "Highlight Cells Rules" and "Duplicate Values."
* In the "Duplicate Values" dialog box, select the formatting style you prefer for highlighting duplicate values.
* Click OK.
* Excel will apply the selected formatting to any duplicate values within the selected range, making them visually distinct from non-duplicate values.



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