Advance Excel Assignment 4

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

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

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

4. What is the keyboard shortcut to unhide rows?

5. How to hide rows containing blank cells?

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

1A) Home → Cells Tab → Insert Cells, Delete Cells.

2A) That Particular row\Column will get hided\disappears

3A) when we enter a large Text which is beyond the normal height\width of the Cell then we need to change the excel height and width of the Cell.

4A) Ctrl - shift - 9

5A) select the row you want to hide → Right click on the mouse → click Hide. This will hide the blank rows.

6A) select the range you want to hide duplicates, click on Conditional formatting → Highlight Cells Rules → Duplicate Values under Home tab → select Custom format from drop down. In the duplicate values dialog box click on the OK button. Now all duplicate records in selected range are hidden