**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 Excel, you can find the "Insert" and "Delete" commands on the ribbon in the following menus and groupings:

**a) Insert Command**:

- Menu: The "Insert" command is typically found in the "Home" menu of the Excel ribbon.

- Grouping of Commands: In the "Home" menu, you will often find the "Insert" command grouped with other related commands like "Cut," "Copy," "Format Painter," and "AutoSum" in the "Cells" group.

**b) Delete Command:**

- Menu: The "Delete" command is also commonly located in the "Home" menu of the Excel ribbon.

- Grouping of Commands: Within the "Home" menu, the "Delete" command is typically grouped with other commands related to cell editing and manipulation, such as "Cut," "Copy," "Format Painter," and "AutoSum," in the "Cells" group.

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

**Ans-** If you set a row height or column width to 0 (zero) in Excel, the row or column effectively becomes hidden, and its content will not be visible in the spreadsheet. Here's what happens specifically:

**Zero Row Height:**

If you set the row height to 0, the entire row will collapse to a height of 0 pixels, making it invisible in the spreadsheet.

The row number will still be displayed on the left side of the worksheet, but it will appear as if the row doesn't exist.

**Zero Column Width:**

If you set the column width to 0, the entire column will collapse to a width of 0 pixels, making it invisible in the spreadsheet.

The column letter or header will still be displayed at the top of the worksheet, but it will appear as if the column doesn't exist.

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

**Ans**- Changing cell height and width may be necessary to improve formatting, fit content, or enhance visual clarity in Excel spreadsheets

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

**Ans-** Pressing Ctrl + Shift + 9 will unhide any hidden rows in the selected range.

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

**Ans-** To hide rows with blank cells in Excel, select the rows you want to check, go to the "Home" tab, click "Find & Select" > "Go To Special," choose "Blanks," and then right-click on a selected row number and select "Hide." This hides rows with empty cells, decluttering your spreadsheet. Unhide them by selecting surrounding rows and choosing "Unhide."

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

**Ans-** To hide duplicate values using conditional formatting in Excel:

Select the data range.

Go to "Home" > "Conditional Formatting."

Choose "New Rule."

Select "Use a formula."

Enter a formula to identify duplicates.

Click "Format" to set formatting.

Confirm and apply the rule.

Filter or sort the data to hide the highlighted duplicates**.**