Advance Excel Assignment 4

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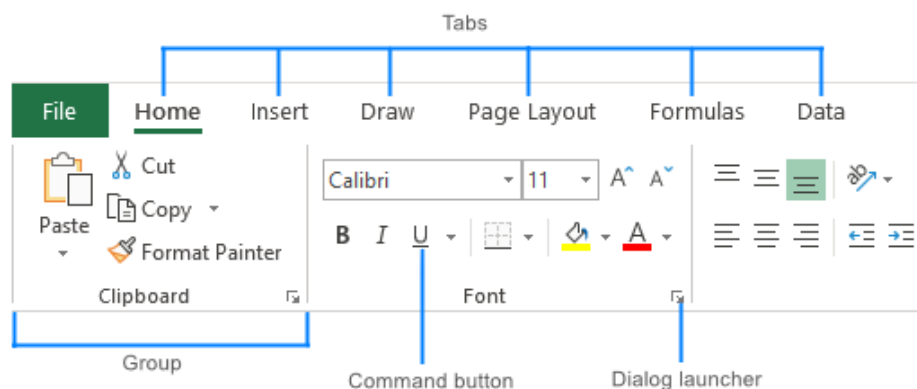
Excel ribbon

Microsoft Excel ribbon is the row of tabs and icons at the top of the Excel window that allows you to quickly find, understand and use commands for completing a certain task. It looks like a kind of complex toolbar, which it actually is.

The ribbon first appeared in Excel 2007 replacing the traditional toolbars and pull-down menus found in previous versions. In Excel 2010, Microsoft added the ability to personalize the ribbon.

The ribbon in Excel is made up of four basic components: tabs, groups, dialog launchers, and command buttons.

- **Ribbon tab** contains multiple commands logically sub-divided into groups.
- **Ribbon group** is a set of closely related commands normally performed as part of a larger task.
- **Dialog launcher** is a small arrow in the lower-right corner of a group that brings up more related commands. Dialog launchers appear in groups that contain more commands than available space.
- **Command button** is the button you click to perform a particular action.

Ribbon tabs

The standard Excel ribbon contains the following tabs, from left to right:

File – allows you to jump into the backstage view that contains the essential file-related commands and Excel options. This tab was introduced in Excel 2010 as the replacement for the Office button in Excel 2007 and the File menu in earlier versions.

Home – contains the most frequently used commands such as copying and pasting, sorting and filtering, formatting, etc.

Insert – is used for adding different objects in a worksheet such as images, charts, PivotTables, hyperlinks, special symbols, equations, headers and footers.

Draw – depending on the device type you're using, it lets you draw with a digital pen, mouse, or finger. This tab is available in Excel 2013 and later, but like the Developer tab it is not visible by default.

Page Layout – provides tools to manage the worksheet appearance, both onscreen and printed. These tools control theme settings, gridlines, page margins, object aligning, and print area.

Formulas – contains tools for inserting functions, defining names and controlling the calculation options.

Data – holds the commands for managing the worksheet data as well as connecting to external data.

Review – allows you to check spelling, track changes, add comments and notes, protect worksheets and workbooks.

View – provides commands for switching between worksheet views, freezing panes, viewing and arranging multiple windows.

Help – only appears in Excel 2019 and Office 365. This tab provides quick access to the Help Task Pane and allows you to contact Microsoft support, send feedback, suggest a feature, and get quick access to training videos.

Developer – provides access to advanced features such as VBA macros, ActiveX and Form controls and XML commands. This tab is hidden by default and you have to enable it first.

Add-ins – appears only when you open an older workbook or load an add-in that customizes the toolbars or menu.

Contextual ribbon tabs

In addition to the constant tabs described above, the Excel ribbon also has context-sensitive tabs, aka *Tool Tabs*, which show up only when you select a certain item such as a table, chart, shape, or picture. For example, if you select a chart, the *Design* and *Format* tabs will appear

under *Chart*   *Tools.*
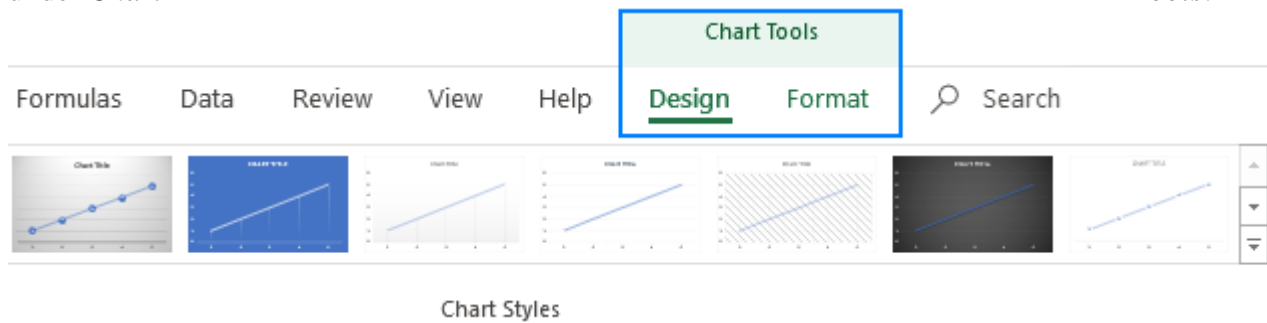
Tip. If you are just starting out in Excel, **Ribbon Hero** might come in handy. It's a game created by Office Labs to help people explore the most useful features of the Office ribbon. Although this project is not actively developed or supported further, it is still available for download on the Microsoft web-site.

How to hide ribbon in Excel

If you'd like to get as much space as possible for your worksheet data (which is especially the case when using a laptop with a small screen), you can **minimize the ribbon** by pressing the Ctrl + F1 shortcut.

Or you can **hide the ribbon completely** by clicking the *Ribbon Display Options* button at the upper-right corner of the Excel window, and then clicking *Auto-hide Ribbon*.
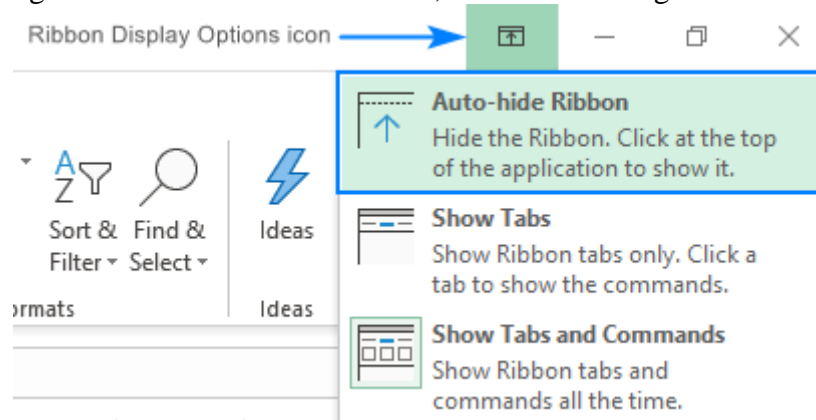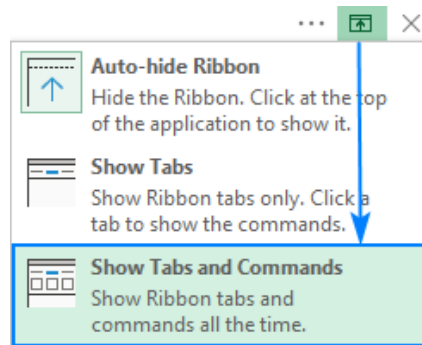

For more information, please see 6 ways to minimize and hide ribbon in Excel.

How to unhide ribbon in Excel

If suddenly all **commands disappeared** from your Excel ribbon and only tab names are visible, press Ctrl + F1 to get everything back.

If the **entire ribbon is missing**, click the *Ribbon Display Options* button and choose **Show Tabs and Commands**.

Curious to learn 4 more ways to restore the missing ribbon? Check out How to show ribbon in Excel.

How to customize Excel ribbon

If you wish to personalize the ribbon for your needs so you know exactly where everything is located, you can easily do that too.

Your entry point to most customizations is the *Customize Ribbon* window under *Excel Options*. And the shortest path to it is to right-click on the ribbon and select **Customize the Ribbon**… from the context menu:
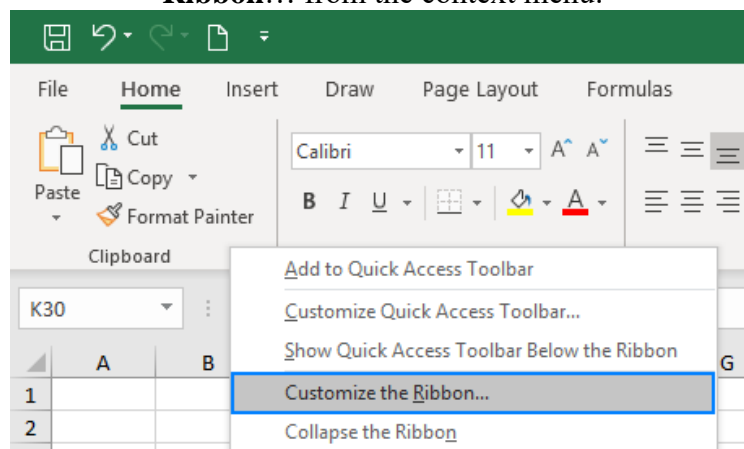

From there, you can add your own tabs with any commands you choose, change the order of tabs and groups, show, hide, rename tabs, and a lot more.

The detailed steps for each customization can be found in this tutorial: How to customize ribbon in Excel.

How to show Developer tab in Excel

The Developer tab is a very useful addition to the Excel ribbon that allows you to access a number of advanced features such as VBA macros, ActiveX and Form controls, XML commands, and more. The problem is that the Developer tab is hidden by default. Luckily,

it's very easy to enable it. For this, right-click the ribbon, click *Customize the Ribbon*, select *Developer* under Main Tabs, and click OK.
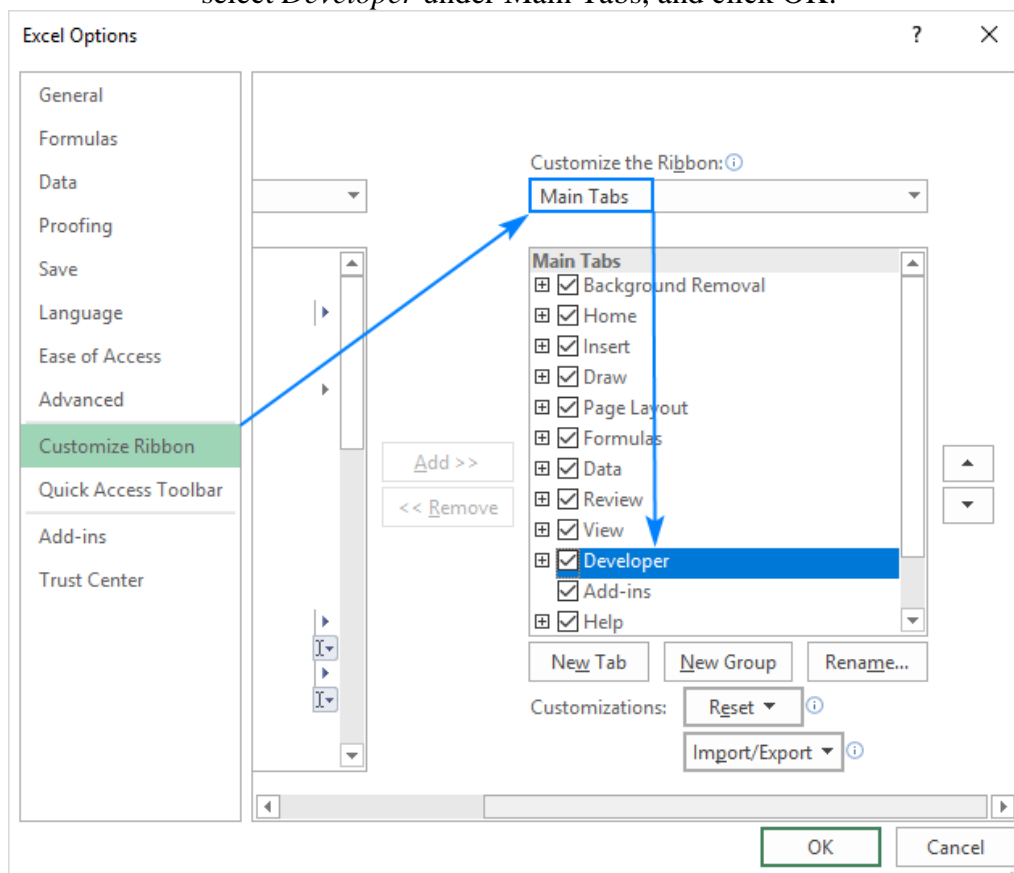
In the same manner, you can activate other tabs that are available in Excel but not visible on the ribbon, e.g. the Draw tab.

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

Excel will hide the row

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

It is necessary to change width and height in excel to fit the data.

Excel by default provide equal width and height with respect to columns and rows. Whenever we enter a lengthy data, few characters will get displayed and other will be present inside the cell but will be hidden to the user. It is necessary to change the rows and column's height and width to have a good presentation in excel. Few other cells width and height needs to be reduced so that it represents a smaller amount of data such as Gender which accepts 'F' or 'M'.

4. What is the keyboard shortcut to unhide rows?

To unhide all rows in Excel

Press Ctrl + Shift + 9 (the fastest way).

Select Unhide from the right-click menu (the easiest way that does not require remembering anything).

On the Home tab, click Format > Unhide Rows (the traditional way).

5. How to hide rows containing blank cells?

To hide rows containing blank cells

Select the range that contains empty cells you want to hide.

On the Home tab, in the Editing group, click Find & Select > Go To Special.

In the Go To Special dialog box, select the Blanks radio button, and click OK. ...

Press Ctrl + 9 to hide the corresponding rows.

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

Supposing you have a range of values as below screenshot shown. For hiding all duplicates including the first one in Excel, please do as follows.
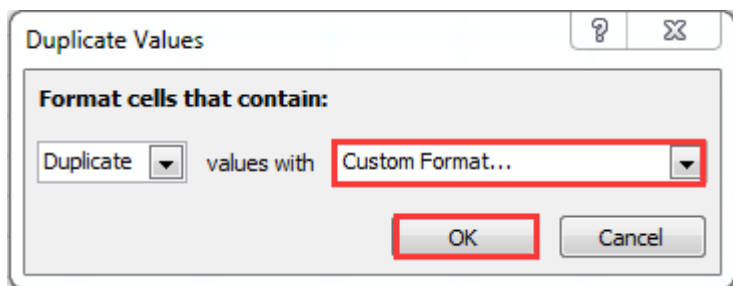
	A	B	C	D	E	F
1	33	90	87	58	66	47
2	85	40	81	88	41	76
3	97	60	62	75	86	54
4	95	70	32	35	66	68
5	33	77	96	48	42	52
6	59	90	72	73	67	93
7	44	45	81	34	100	82
8	38	55	61	57	80	65
9	53	84	51	88	69	47
10	33	49	64	89	31	36
11	83	78	39	94	74	37

1. Select the range you want to hide duplicates. Here I select range A1:F11.

2. Then click **Conditional Formatting** > **Highlight Cells Rules** > **Duplicate Values** under **Home** tab. See screenshot:
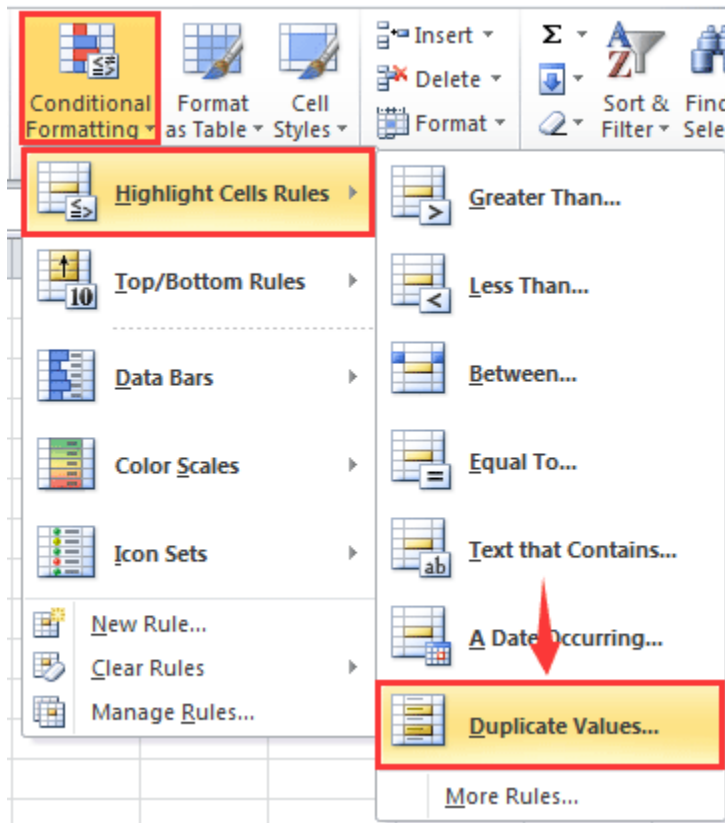
3. In the **Duplicate Values** dialog box, select **Custom Format** in the v**alues with** drop-down list, and then click the **OK** button.

4. In the **Format Cells** dialog box, go to the **Font** tab, and in the **Color** drop-down list, choose a font color which matches the background color of your selected range cell. And finally click the **OK** button. See screenshot:
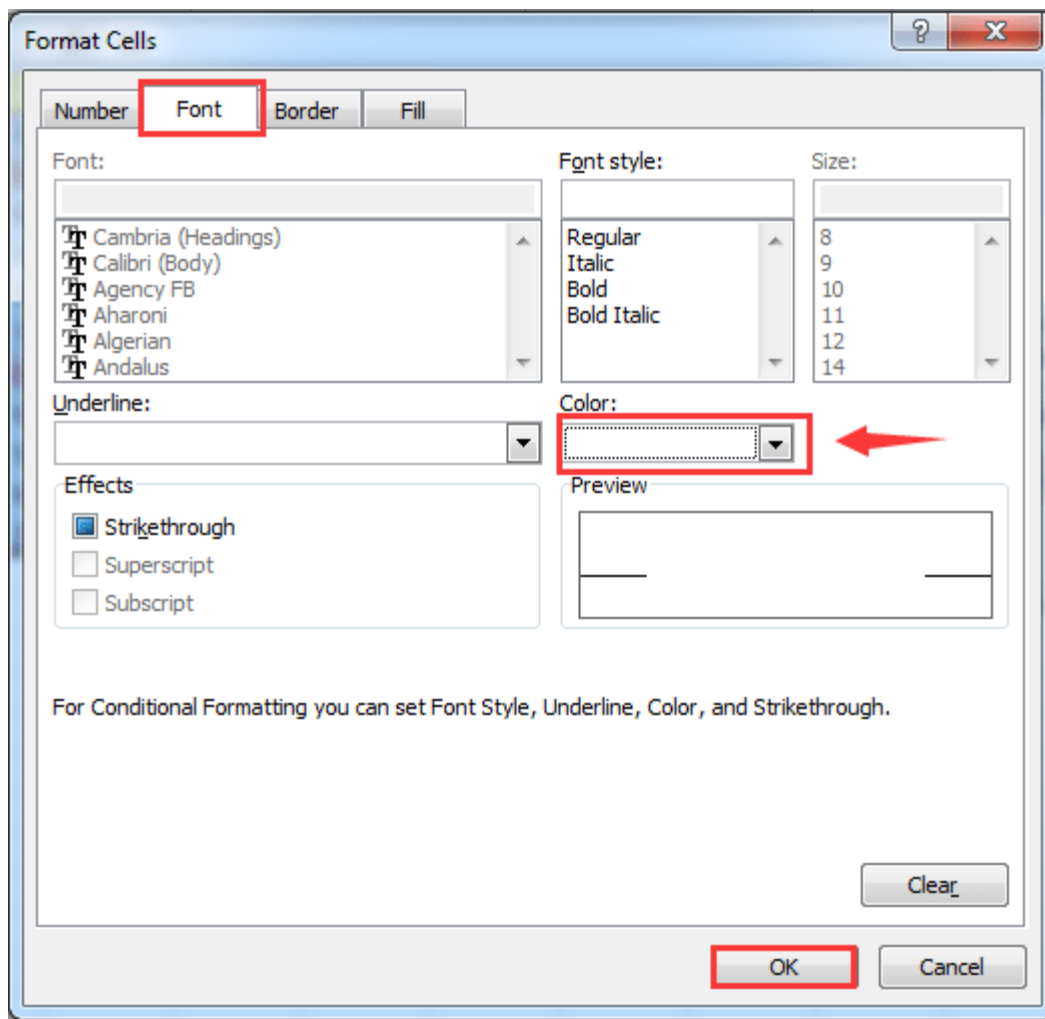
5. When it returns to the Duplicate Values dialog box, click the OK button.

Now all duplicate records in selected columns are hidden immediately.