**ASSIGNMENT NO : 4**

**Que 1)** To use the commands, what menu and grouping of commands will you find the insert and Delete commands?

**Ans:** Go to the “Home” tab and click on the “Insert” icon drop down under the “cells” group on the ribbon.

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

column?

**Ans:** The row and column get hidden when set a row height or column width to 0 (zero), what happens to the row and

column

**Que 3)** Is there a need to change the height and width in a cell? Why?

**Ans:** Yes there a need to change the height and width in a cell to fit the data

**Que 4)** What is the keyboard shortcut to unhide rows?

**Ans:** To unhide all rows and columns, select the whole sheet as explained above, and then press **Ctrl + Shift + 9** to show hidden rows

**Que 5)** How to hide rows containing blank cells?

**Ans:** Select the range that contains empty cells you want to hide, right click and click on the “hide” option all the rows containing blank cells are hide

**Que 6)** What are the steps to hide the duplicate values using conditional formatting in excel?

**Ans:** To remove duplicate values, click Data > Data Tools > Remove Duplicates.