**ADVANCE EXCEL ASSIGNMENT 04**

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

**find the Insert and Delete command?**

A ribbon is a command bar that organizes a program's features into a series of tabs at the top of a window. Using a ribbon increases discoverability of features and functions, enables quicker learning of the program as a whole, and makes users feel more in control of their experience with the program

The insert, delete and format commands are present under insert group of home tab.

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

**column?**

It sets to the default width or height.

**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 columns 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?**

Use keyboard shortcuts

Then you can press Ctrl + Shift + 9 to unhide all rows on your spreadsheet.

**5. How 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?**

Filter for unique values or remove duplicate values

To filter for unique values, click Data > Sort & Filter > Advanced.

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

To highlight unique or duplicate values, use the Conditional Formatting command in the Style group on the Home tab.