**Advance Excel Assignment 4**

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

Answer: We can find the **Insert** & **Delete** command in the **Cells** group in the **Home** tab in the ribbon.

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

Answer: The particular Row & Column gets hidden.

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

Answer: Yes, the main reason to adjust the height & width in a cell is to **fit the data**.

Excel by default provides equal height & width to all the cells with respect to columns & rows. Whenever lengthy characters or words are entered in the cells they get hidden but are present in the cell. To display them we need to adjust the height & width of the cells.

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

Answer: Ctrl + Shift + 9

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

Answer: Two methods for hiding blank cells in Excel.

Method-1: Using Excel Filter function

Consider few blank cells, listed in column B.

Steps:

1. Select cell B1, then click Data in the ribbon, in Sort & Filter section click Filter button.

2. After above operation, an arrow button is displayed in cell B1.

3. Click the Arrow button to show all filter settings, uncheck “(Blanks)” and keep other number options checked. Then click OK button.

4. After clicking OK, rows with blank cells included are hidden.

Method-2: Using Go to Special function

Consider few blank cells, listed in column C, D and E.

Steps:

1. Select range A1:B6, then click Home in the ribbon, in Editing section click Find & Select button to see options for finding texts in document.

2. Click Go To Special option.

3. In Go To Special dialog, check on “Blanks” option. Options in this dialog are exclusive. Then click OK button.

4. After clicking OK, all blank cells are highlighted.

5. Keep blank cells highlighted. Press Ctrl+9 to hide rows. In Excel, hotkey Ctrl+9 can hide rows with cell or range highlighted. If you want to unhide rows, you can press Ctrl+Shift+9. If you want to hide columns instead of rows, you can press hotkey Ctrl+0.

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

Answer: Following are the steps:

Consider having a range of values.

1. Select the range you want to hide duplicates.

2. Then click **Conditional Formatting** > **Highlight Cells Rules** > **Duplicate Values** under **Home** tab.

3. In the **Duplicate Values** dialog box, select **Custom Format** in the **values 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.

5. When it returns to the Duplicate Values dialog box, click the **OK** button.

Now all duplicate records in selected columns are hidden immediately.