

# Assignment 4

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

**Ans.**In Excel, you can find the Insert and Delete commands on the "Home" tab of the ribbon menu in the "Cells" grouping of commands.

To insert cells, columns, or rows, you can click on the "Insert" button, which is represented by an icon of a small table with a green plus sign.

To delete cells, columns, or rows, you can click on the "Delete" button, which is represented by an icon of a small table with a red X mark.

## 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 will become hidden and will not be visible on the worksheet. However, any data or formatting in that row or column will still exist and can be accessed by adjusting the row height or column width back to a visible size.

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

**Ans.**Yes, there may be a need to change the height and width of a cell in Excel. Here are some reasons why:

To accommodate the content: If the content in a cell is too long or too wide, changing the height or width of the cell can make the content easier to read and understand.

To fit the data on a page: Changing the height and width of cells can also help to fit the data on a printed page or within a specific area of a worksheet.

To improve the appearance: Changing the height and width of cells can also improve the appearance of the worksheet by making it easier to read and navigate.

To make room for additional content: If you need to add more content to a cell or column, adjusting the height or width of the cell or column can make room for the new content.

## 4. What is the keyboard shortcut to unhide rows?

**Ans.**To unhide rows in Excel using a keyboard shortcut, you can use the following steps:

Select the rows above and below the hidden row. For example, if you have hidden row 5, select row 4 and row 6.

Press the "Shift" key and the "Ctrl" key together, and then press the "9" key.

This keyboard shortcut is "Shift + Ctrl + 9". It will unhide the hidden rows in the selected range.

## **5. How to hide rows containing blank cells?**

**Ans.** To hide rows containing blank cells in Excel, you can use the following steps:

Select the range of cells that you want to check for blank cells. You can select the entire worksheet by pressing "Ctrl + A" on your keyboard.

Click the "Find & Select" button in the "Editing" group on the "Home" tab of the ribbon menu, and then select "Go To Special" from the drop-down menu.

In the "Go To Special" dialog box, select "Blanks" and click "OK". This will select all the blank cells in the range.

Right-click on any of the selected cells, and then select "Hide" from the context menu. This will hide all the rows that contain blank cells.

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

**Ans.** To hide duplicate values using conditional formatting in Excel, you can use the following steps:

Select the range of cells that you want to check for duplicates.

Click the "Conditional Formatting" button in the "Styles" group on the "Home" tab of the ribbon menu, and then select "Highlight Cells Rules" and "Duplicate Values" from the drop-down menu.

In the "Duplicate Values" dialog box, select "Custom format" from the drop-down menu under "Format cells with", and then set the font color and background color to match the color of the cells' fill color. This will make the cells appear hidden.

Click "OK" to close the "Duplicate Values" dialog box and apply the conditional formatting to the selected cells.