

# Advance Excel Assignment 4

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

## **Ribbon tabs**

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

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

Again, just like columns, if you set the row height to 0 (zero), **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.

4. What is the keyboard shortcut to unhide rows?

You can quickly unhide all rows and columns by using **control + A to select the entire worksheet, and then using Control + Shift + 0, or Control + Shift + 9, or both**. Also, remember that you can use Select Special to make more complicated selections before you hide

5. How to hide rows containing blank cells?

Hide rows if cell is blank with Go To Special function

- i. Select the data range which contains the blank cells you want to hide.
- ii. Then click Home > Find & Select > Go To Special, see screenshot: ...
- iii. And in the Go To Special dialog, select Blanks option, and then click OK button.

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

## **Filter for unique values or remove duplicate values**

- i. To filter for unique values, click Data > Sort & Filter > Advanced.
- ii. To remove duplicate values, click Data > Data Tools > Remove Duplicates.
- iii. To highlight unique or duplicate values, use the Conditional Formatting command in the Style group on the Home tab