

Assignment - 4

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

Ans: Following are the tabs in the excel ribbon. Home: This is the most popular bar and displayed by default when excel is opened. This tab contains the basic Clipboard commands, formatting commands, style commands, commands to insert and delete rows or columns, plus an assortment of worksheet editing commands

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

Ans: Excel will hide the row

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

Ans: Yes , to fit the data

4. What is the keyboard shortcut to unhide rows?

Ans: Ctrl+Shift

5. How to hide rows containing blank cells?

Ans: Select the data range which contains the blank cells you want to hide.

Then click Home > Find & Select > Go To Special, see screenshot: ...

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?

Ans: Select the range in which duplicates are to be found and highlighted. b. Click the "conditional formatting" drop-down from the Home tab of Excel. Select "duplicate values" from "highlight cells rules