**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: The Insert, the Delete and the Format buttons are part of the Cells group. This group of the home Tab ribbon holds the sixth position.

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

Answer: If you set a row height or column width to 0 (zero) then it hides the row or column**.**

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

Answer: 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 column’s 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 ‘F’ or ‘M’.

4. What is the keyboard shortcut to unhide rows?

Answer: Shortcut to unhide rows is to Press Ctrl + Shift + 9

5. How to hide rows containing blank cells?

Answer: To hide rows containing blank cells:-

1. Select the range that contains empty cells you want to hide.
2. On the Home tab, in the Editing group, click Find & Select > Go To Special.
3. In the Go To Special dialog box, select the Blanks radio button, and click OK.
4. Press Ctrl + 9 to hide the corresponding rows.

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

Answer: Steps to hide the duplicate values using conditional formatting in excel: -

1. Select the range you want to hide duplicates.
2. Then click Conditional Formatting > Highlight Cells Rules > Duplicate Values under Hometab.
3. In the DuplicateValues dialog box, selectCustom 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 Colour drop-down list, choose a font colour which matches the background colour of your selected range cell. And 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.