**Advance Excel Assignment – 4**

**Q1. To use the ribbon commands, what menu and grouping of commands will you find the Insert and Delete command?**

**Ans: -** To find the Insert and Delete commands, we need to navigate to the home tab, and look for the Cells grouping in the Cells section of the ribbon. The Insert and Delete commands are located within this grouping.

**Q2.** If you set a row height or column width to 0 (zero), what happens to the row and column?

**Ans: - R**ow or column will be hidden, and will not be visible on the worksheet.

**Q3. Is there a need to change the height and width in a cell? Why?**

**Ans: -** Changing the height and width of cells in Excel can be necessary to ensure that your data is visible, legible, and well-organized.

**Q4. What is the keyboard shortcut to unhide rows?**

**Ans: -** Ctrl+Shift+9

**Q5. How to hide rows containing blank cells?**

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

1. Select the range of cells that you want to filter.

2. Click on the Data tab in the ribbon.

3. Click on the Filter button in the Sort & Filter group.

4. Click on the filter arrow in the column that you want to filter.

5. In the filter drop-down menu, uncheck the box next to the Blanks option.

6. Click OK to apply the filter.

**Q6. What are the steps to hide the duplicate values using conditional formatting in excel?**

**Ans: -** We can hide the duplicate values in Excel by following these steps: -

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

2. Click on the Conditional Formatting button in the Styles group on the home tab.

3. Select the Highlight Cells Rules option, and then select Duplicate Values from the sub- menu.

4. In the Duplicate Values dialog box, select the formatting style that you want to apply to the duplicate values.

5. Click the OK button to close the dialog box.