Assignment 4

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

Rabin menu delete and insert, right click delete and insert

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

   Hide the row and column

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

   Showing full cell in side later and number etc.

4. What is the keyboard shortcut to unhide rows?

   Ctrl + shift + 9

5. How to hide rows containing blank cells?

   Ctrl + 9

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

   1 Step = Home – style – conditional formatting – highlight cell rule – duplicate value

   2 Step = Alt + H, L, H, D