Advance Excel Assignment 4

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

   The Insert and Delete commands are commonly found in the "Home" tab of the ribbon in Microsoft Office applications such as Word, Excel, and PowerPoint. These commands are usually grouped together under the "Cells" group in Excel.

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

   If you set a row height or column width to 0 (zero), the row or column will become hidden, and it will not be visible on the worksheet. This means that the row or column will not be displayed on the screen or when printing the worksheet. However, any data or formatting that was previously in that row or column will still be saved in the worksheet and can be made visible again by adjusting the row height or column width to a value greater than 0.

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

   Yes, there are many reasons why you may want to change the height and width of cells in a spreadsheet:
   - ❖ **Fit content:** You may want to adjust the row height or column width to fit the content in a cell. If the content is too long or wide, it may spill over into adjacent cells, making it difficult to read or confusing to understand.
   - ❖ **Formatting:** You may want to adjust the height or width of cells to create a specific formatting style for your spreadsheet. For example, you may want to make all rows the same height or all columns the same width to create a uniform look.
   - ❖ **Printing:** You may want to adjust the row height or column width to optimize the printing of your spreadsheet. If the cells are too small, the data may be hard to read, and if the cells are too large, the printed copy may take up too much space.
   - ❖ **Aesthetic appeal:** You may want to adjust the height or width of cells to improve the overall appearance of your spreadsheet. By making cells more visually appealing, you can make the data more engaging and easier to understand.

   In summary, changing the height and width of cells in a spreadsheet can make your data more readable, visually appealing, and optimized for printing.

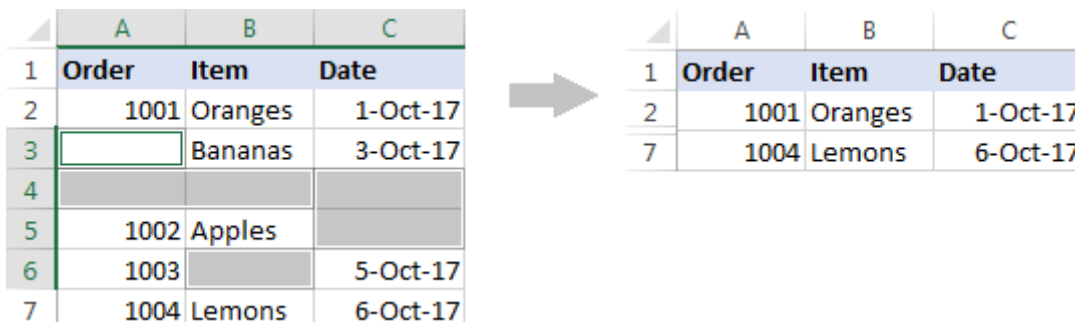4. **What is the keyboard shortcut to unhide rows?**

   To unhide all rows and columns, select the whole sheet, and then press **Ctrl + Shift + 9** to show hidden rows.

5. How to hide rows containing blank cells?

To hide rows that contain any blank cells, proceed with these steps:

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

This method works well when you want to hide all rows that contain at least one blank cell, as shown in the screenshot below:

	A	B	C
1	Order	Item	Date
2	1001	Oranges	1-Oct-17
3		Bananas	3-Oct-17
4			
5	1002	Apples	
6	1003		5-Oct-17
7	1004	Lemons	6-Oct-17

	A	B	C
1	Order	Item	Date
2	1001	Oranges	1-Oct-17
7	1004	Lemons	6-Oct-17

If you want to hide blank rows in Excel, i.e. the rows where all cells are blank, then use the COUNTBLANK formula.

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

Here are the steps to hide duplicate values using conditional formatting in Excel:

➔ Select the range of cells that you want to check for duplicates.
➔ Click on the "Conditional Formatting" option in the "Home" tab of the ribbon.
➔ Select "Highlight Cells Rules" and then click on "Duplicate Values".
➔ In the "Duplicate Values" dialog box, select the formatting style you want to apply to the duplicate values.
➔ Choose "Custom Format" from the "Format" dropdown list.
➔ In the "Custom Format" dialog box, select the "Font" tab.
➔ Select the checkbox "Hidden" in the "Effects" section, then click the "OK" button.
➔ Click the "OK" button in the "Duplicate Values" dialog box.

The duplicate values will now be hidden from view, making it easier to read and analyze the data. Please note that this method only hides the duplicate values and does not remove them from the worksheet.