

Excel Assignment 4.

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

Ans Insert tab is the second tab in the Ribbon. It is used to insert or add extra features in your document. In home tab we can find the delete command under the grouping of Cells. Delete command has few options:

- i) Delete Cells
- ii) Delete Sheet rows
- iii) Delete sheet columns
- iv) Delete sheet.

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

Ans If we set the row height or column width to 0 (zero), Excel will hide the row or column.

3) Is there a need to change the height and width in a cell?
why?

Ans 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.

4) What is the keyboard shortcut to unhide rows?

Ans Ctrl + Shift + 9

5) How to hide rows containing blank cells?

Ans * Right-click a row number name, and then select filter.

* Then select :

i) Hide rows with no data.

ii) Hide rows with zeros.

iii) Hide rows with zeros and no data

* To switch between showing and hiding rows, select the option again.

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

Ans * Select the range you want to hide duplicates.

* click Conditional Formatting > Highlight Cells Rules >

Duplicate Values under Home tab.

* In the duplicate Values dialog box, select Custom format in the values with drop down list, and then click the OK button.

* In the format cells dialog box, go to the Font tab, and in the Color drop-down list, choose a font color which matches the background colour of your selected range cell. And finally click the OK button.

* When it returns to the Duplicate Values dialog box, click on OK button.

Now all duplicate records in selected columns are hidden immediately.