Advance Excel Assignment 4

1. To use the ribbon commands, what menu and grouping of commands will you

find the Insert and Delete command?

* Go on **Insert** and **Delete** commands on the **Home tab**, within the **Cells group.**

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

column?

* If we set a row’s height or a column’s width to **0**, it becomes **hidden**. . It's essentially invisible until unhidden.

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

* It is because to ensure full visibility of cell content (text, numbers, wrapped lines), to improve layout and readability, aligning spreadsheet structure and to fit printing formats so the sheet looks polished.

4. What is the keyboard shortcut to unhide rows?

* Ctrl + Shift + 9

5. How to hide rows containing blank cells?

* Data tab → Filter → arrow on column → uncheck "(Blanks)" → select and hide the few rows left.

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

excel?

* Select the cells you want to check.
* Then go to Home tab → Conditional Formatting → Highlight Cells Rules → Duplicate Values