**Advance Excel Assignment 4**

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

**find the Insert and Delete command?**

a. “Home” menu and “Cells” grouping command.

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

**column?**

a. that particular row or column will be in hide.

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

a. 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?**

a. CTRL + SHIFT + 9 shortcut key to unhide the rows.

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

* *Step 1*: Select the data range which contains the blank cells you want to hide.
* *Step 2*: Press **CTRL + G** to open **Go to dialog** and click **Special** to get the Go to Special dialog.
* *Step 3*: In that dialog box, select **blanks** option, and then click **OK** button. All the blanks will be selected.
* *Step 4*: Press CTRL + 9 keys together to hide the rows which have blank cells.

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

**excel?**

* *Step 1*: Select the data range to hide duplicates.
* *Step 2*: Under **Home** tab, click **Conditional Formatting > Highlight Cells Rules > Duplicate Values**
* *Step 3*: In the **Duplicate Values** dialog box, select **Custom Format** in the values with drop-down list, and then click **OK** button.
* *Step 4*: In the **Format Cells** dialog box, go to the **Font** tab, and in the **Colour** drop-down list, choose a font colour which matches the background colour of selected range cell. Finally click **OK** button. When it returns the Duplicate values dialog box, click OK button.