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: This is the most popular bar and displayed by default when excel is opened. **This tab** contains the basic Clipboard commands, formatting commands, style commands, commands to insert and delete rows or columns, plus an assortment of worksheet editing commands

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

A. Basic Rules

Let's review some basic rules for columns and rows.

- Columns: The value or number of the column width is the number of characters that can be displayed in a cell. Excel will default the width to 8 characters (it's actually 8.11). You can set the column width from 0 to 255. If you set the width to 0 (zero), Excel hides the column.
- Rows: The default height is 12.8. The number is a measurement in points - 1 point is about 1/72 of an inch tall. This makes the default height about 1/6 of an inch. Again, just like columns, if you set the row height to 0 (zero), Excel will hide the row.

With the rules out of the way, we can move on to adjusting the height and width values.

Column Width

1. Probably the most common reason for adjusting the column width is for the **header row**, which is a row of column titles. The titles are displayed across the top of the

spreadsheet, identifying the subject or content of the column. For example, if we were to create a spreadsheet detailing a list of customers to receive a discount coupon both by mail and email, we would likely need the following five columns:

- Customer Name
- Customer Email
- Customer Mailing Address
- Email Sent (Y/N)
- Mail (postal) Sent (Y/N)

Now, remember our rules? The standard default width is about eight characters. Our shortest title is 14. This is going to require an adjustment to the width of the column. Once we get our titles and information entered, we have two options. We can select one column at a time and adjust them individually or we can select all the columns at once and adjust them all to the same width.

Regardless, you have several ways to get this done. I will discuss the three most common ways to adjust column width.

Option Number One: Enter an exact value for the width.
You can use the ribbon commands or the right-click method to enter an exact number for the width of your column.

To use the ribbon commands:

1. Select the column(s)
2. Go to the Home menu in the ribbon
3. Look in the Cells grouping of commands
4. Click on Format
5. Select Column Width
6. Enter the value

To use the right-click method:

1. Select the column(s)
2. Right-click with your mouse anywhere in the selected area
3. Select Column Width from the options menu
4. Enter the value

Option Number Two: Use your mouse to drag the column wider or narrower.
Hover you mouse over the right-side boundary of a column until your cursor becomes a 2-sided arrow. Drag the boundary of the column heading until the column is the width that you want. If you select multiple columns, all selected columns will adjust at the same time, to the same width.

Option Number Three: Use the auto-fit feature.
I believe the auto-fit feature is the easiest to use. Select the column(s), hover your mouse over the column boundary until it becomes a 2-sided arrow and double-click. That's it. Excel will automatically adjust the selected columns to the correct width.

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. Unhide Rows Using a Keyboard Shortcut

1. To unhide all rows, click and drag with the mouse to highlight rows 1 to 7.
2. Press and hold down the Ctrl and the Shift keys on the keyboard.
3. Press and release the number 9 key without releasing the Ctrl and Shift keys. The hidden row(s) will become visible.

5.How to hide rows containing blank cells?

A. **Hide rows if cell is blank with Go To Special function**

1. Select the data range which contains the blank cells you want to hide.
2. Then click Home > Find & Select > Go To Special, see screenshot: ...
3. And in the Go To Special dialog, select Blanks option, and then click OK button.

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

excel?

A. Filter for unique values or remove duplicate values

1. To filter for unique values, click Data > Sort & Filter > Advanced.
2. To remove duplicate values, click Data > Data Tools > Remove Duplicates.
3. To highlight unique or duplicate values, use the Conditional Formatting command in the Style group on the Home tab.