

ASSIGNMENT-04

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

Solⁿ. "Insert" and "Delete" command are found under cells option in home ribbon tab.

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

Solⁿ. It will serve as hide the row or column.

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

Solⁿ. For proper visibility of the text in the cells we have to either adjust the text size or we can change the height of row and width of column to make the text visible otherwise we will see "#####" in that place.

4. What is the keyboard shortcut to unhide rows?

Solⁿ. "Ctrl" + "Shift" + ")".

5. How to hide rows containing blank cells?

Solⁿ. First we have to select the blank cells in the workbook (can be done by using "Ctrl" + "Left click" or either we can use "Find and select" option from the home ribbon and "Go to Special" and the choose blanks to select all the blank cells in the sheet), after that we can use "Ctrl" + "9" to hide the rows.

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

Solⁿ. 1. First of all we have to select the range of cells and go to conditional formatting option in the "Styles" section of the home ribbon tab.

2. Click on the Highlight cells rule > Duplicates value.

3. Inside the Duplicate values popup window we have to format the value with nonvisible colour (same as of background) which seems like the values present in the cells are hidden.

But values are still there only the thing is that the values inside them are not visible as the background is of same colour as of the text.