**Advance Excel Assignment 4**

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

=> The Insert and Delete commands are found in the Home tab of the Ribbon in Microsoft Excel. The Insert command is located in the Cells group, and the Delete command is located in the Editing group.

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

=> If you set a row height or column width to 0 (zero), the row or column will be hidden. This means that the row or column will not be visible, but the cells in the row or column will still be there. You can still access the cells in the hidden row or column by scrolling to them or by using the keyboard shortcuts.

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

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Yes, there are several reasons why you might need to change the height and width in a cell. Here are a few examples:

* **To fit more data in a cell**: If you have a cell that contains a long text string or a formula that returns a large number, you may need to increase the height of the cell so that all of the data is visible.
* **To make a cell stand out**: If you want to make a particular cell stand out, you can increase the height or width of the cell so that it is larger than the other cells. This can be useful for highlighting important data or for making a cell easier to read.
* **To match the width of other columns**: If you have a column of data that is all the same width, you may want to change the width of the column to match the width of the widest entry in the column. This can make your worksheet look more organized and professional.

1. **What is the keyboard shortcut to unhide rows?**

=> The keyboard shortcut to unhide rows in Excel is **Ctrl+Shift+9**.

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

=> There are two ways to hide rows containing blank cells in Excel:

**1. Using the Go To Special feature:**

* Select the range of cells that you want to hide.
* On the Home tab, in the Editing group, click Find & Select > Go To Special.
* In the Go To Special dialog box, select the Blanks radio button, and click OK.
* The blank rows will be selected.
* Press Ctrl+9 to hide the selected rows.

**2. Using the keyboard shortcut:**

* Select the range of cells that you want to hide.
* Press Ctrl+Shift+9 to hide the selected rows.

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

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Here are the steps to hide the duplicate values using conditional formatting in Excel:

* Select the range of cells that you want to hide the duplicate values in.
* On the Home tab, in the Styles group, click Conditional Formatting > Highlight Cells Rules > Duplicate Values.
* In the Duplicate Values dialog box, select the formatting options that you want to use for the duplicate values.
* Click OK.