**Advance Excel Assignment 4**

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

In the ribbon commands, you would be able to find insert and delete commands in Home menu, typically grouped under the "Cells" or "Cells & Groups" section.

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 respective row or column will become hidden. It will no longer be visible in the spreadsheet, and any content within that row or column will also be hidden.

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

There are few reasons to change the height and width of cell

* 1. Fit the content: if the content within the cell, such as text, numbers, sequence of characters are too long. We should make sure the content is fully displayed and make it fully visible.
  2. Formatting purposes: Adjusting the height and width of cells can be useful for formatting purposes.
  3. Printing or presentation: When preparing a spreadsheet for printing or presentation, you might need to adjust the height and width of cells to ensure that the content is properly aligned and fits within the desired page or slide layout.

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

The keyboard shortcut to unhide rows in excel 2019 version:

* Press ctrl + 9 -> hide the rows
* Select the row to unhide, Press ctrl +shift + 9
* Press ctrl + 0 -> hide the columns
* Select the column to unhide, Press ctrl +shift + 0.

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

The steps followed are

* 1. Select the range of cells where you want to check for blank cells. You can click and drag to select multiple rows or use the Ctrl key to select individual rows.
  2. Home > editing > go to special > select the blanks
  3. Press ctrl + 9 to hide the blank rows.

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

The steps to be followed as follows:

* 1. Select the range of cells where you want to check for duplicates. This could be a single column or a range of cells.
  2. With the range selected, go to the "Home" tab in the ribbon.
  3. In the "Styles" group, click on "Conditional Formatting." A drop-down menu will appear.
  4. From the drop-down menu, select "Highlight Cells Rules" and then choose "Duplicate Values." The "Duplicate Values" dialog box will open.
  5. In the "Duplicate Values" dialog box, you can customize the formatting options for the duplicate values. By default, the duplicates will be formatted with a light red fill color.
  6. Instead of applying a formatting rule, we will choose to hide the duplicate values. In the "Duplicate Values" dialog box, click on the drop-down arrow next to the format and choose "Custom Format."
  7. In the "Custom Format" dialog box, select the "Font" tab, and check the box for "Hidden." Then click "OK" to apply the custom format.
  8. Click "OK" in the "Duplicate Values" dialog box to close it.