Advance Excel Assignment 4

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

find the Insert and Delete command?

Ans: Insert and delete commands can be found under Cells grouping in Home menu.

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

column?

Ans: Both rows and columns disappear from work sheet and data can’t be entered.

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

Ans: Yes, there is need to change the height and width of a cell to accommodate the data within it. Although excel provides cells with standard height and width, it may be necessary to change it to fit the data within the cell and to avoid overlapping of data in adjacent cell.

4. What is the keyboard shortcut to unhide rows?

Ans: Ctrl + Shift + 9

5. How to hide rows containing blank cells?

Ans: Select the range that contains empty cells you want to hide > On the Home tab, in the Editing group, click Find & Select > Go To Special > Select the Blanks and click OK. This will select all empty cells in the range > Ctrl + 9 to hide the corresponding rows.

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

excel?

Ans: Select the cells> Home tab > Conditional Formatting > Highlight Cells Rules > Duplicate Values > Select custom format option > select font colour as your worksheet background colour > press ok