**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 ribbon command you can find insert and delete command under the home menu.

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

When row height or column width is set to 0(zero) it will hide the column and row.

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

Yes, there is need to change the height and width of the cell because excel by default gives same width and height. In order to fit the data in cell we need to increase the width and height of cell.

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

The keyboard shortcut to unhide row is Ctrl+ Shift+ 9.

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

To hide the rows

1. Click on home tab, then click on format
2. Then select hide & unhide, click on hide rows

Or use shortcut key

The keyboard shortcut to hide row is Ctrl+ 9.

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

1. Select the data that you want. Then click on home, select condition formatting
2. Then choose highlight cell rules, then click on duplicate values
3. When the duplicate values window appears click on downward arrow which says values with, select custom formatting and choose white colour to hide all the duplicate, use the same colour which the background cell has to hide the values. And hit ok.