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 : Menu in insert commands are Table, illustrations, recommended charts, pivot chart, 3d maps, sparklines, filters, Equation And Symbols, header & footer.

Menu in delete command are delete row, delete sheet row, delete sheet columns, delete sheet.

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

Ans : If do this then the area of column and row will be hide and the entries will not able to show us.

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

Ans: Yes, we can change the height and width in a cell, because sometime we have more details that could not fitted in he cell then we need to stretched the cell with height and width.

4. What is the keyboard shortcut to unhide rows?

Ans : CNRT+SHIFT+9 with select the row one above row and one below row from hide row.

5. How to hide rows containing blank cells?

Ans : With the ctrl+9 we can hide the row or we may click right of mouse and we will able to see the menu hide the row and click on this and row will be hide.

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

Ans : We select he data from excel sheet then click the formatting condition-highlight cell row-duplicate values-then again select the data-go ribbon data-remove duplicate.