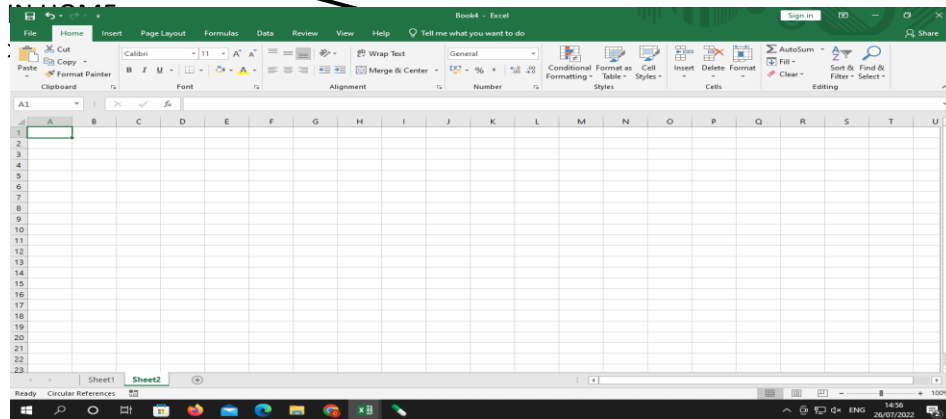


## Advance Excel Assignment 4

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

**ANS**



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

**ANS** All columns and rows and margin scale will be removed and the page will be blank in gray color.

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

**ANS** It is necessary to change width and height in excel to fit the data. Excel by default provide equal width and height with respect to columns and rows. Whenever we enter a lengthy data, few characters will get displayed and other will be present inside the cell but will be hidden to the user.

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

**ANS** CTRL+9

**Q.4 How to hide rows containing blank cells?**

**ANS** 1.)Select all Blank Rows and Press Ctrl+9  
2.)Select all Blank Rows and Press mouse right button click on hide button  
3.)create filter and untick blank option

**Q.5 What are the steps to hide the duplicate values using conditional formatting in excel?**

**ANS** 1.)ALT + H + L + H + D AND OK

2.)Home +Conditional formatting +highlight cells +duplicate

Duplicate cell will be color full than you can hide to select duplicate values