

# Advance Excel Assignment 4

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

Under the Home tab we will find a ribbon grouping called Cells there we will find Insert and Delete command.

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

If we set a row height or column width to 0 (zero), it sets to the default width or height.

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

Yes, it is necessary to change the width and height in excel to fill 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 other will be present inside the cell but will be hidden to the user.

4. What is the keyboard shortcut to unhide rows?

The shortcut to unhide rows is Ctrl + Shift + 9.

5. How to hide rows containing blank cells?

To unhide rows containing blank cell follow the following steps:

- Select the range that contains empty cells we want to hide.
- On the Home tab, in the editing group, click Find & Select > Go To Special.
- In the Go To Special dialog box, select the blanks radio button, and click OK. This will select all empty cells in the range.
- Press Ctrl + 9 to hide the corresponding rows.

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

The steps to hide duplicate values using conditional formatting in excel:  
Click Data > Data Tools > Remove Duplicates