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- In Microsoft Excel, to use the ribbon commands for inserting and deleting cells, rows, or columns, we will find these commands under the "Home" tab in the "Cells" group.

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

Ans- If we set a row height or column width to 0 (zero) in Microsoft Excel, the row or column will be hidden from view. The row or column will essentially become invisible, making its content and any formatting contained within it inaccessible to the user.

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

Ans- In most cases, there is no need to change the height and width of individual cells in Excel. By default, Excel automatically adjusts the cell height to fit the content and the cell width to accommodate the data entered in it. This dynamic sizing ensures that data is visible and legible within the cells.

However, there are certain situations where changing the height and width of cells can be useful:

Formatting and Aesthetics: we might want to change the height or width of cells to improve the visual appearance of our worksheet. Adjusting cell height and width can help in aligning content neatly and making the data easier to read.

Printing and Page Layout: When preparing a worksheet for printing, adjusting cell height and width can be essential to ensure that the data fits correctly on the printed page. we may want to set specific row heights and column widths to fit the data properly within the designated printing area.

Merge Cells: Sometimes, we may need to merge cells to create a single larger cell for a heading or title. When cells are merged, we might want to adjust the height and width of the merged cell to make it visually appealing.

Protecting Cells: In some cases, we may want to set the height or width of cells to prevent users from entering excessive content or to ensure a consistent appearance throughout the worksheet.

Adjusting Specific Cells: While changing the height and width of entire rows and columns is less common, there might be instances where we need to adjust the height or width of specific cells to display particular data or emphasize certain content.

We need to Keep in mind that changing the height and width of cells should be done judiciously. Overly large cells might make the worksheet cluttered, and excessively small cells could make the data hard to read. Excel's default dynamic sizing is usually sufficient for most scenarios, and manual adjustments should only be made when necessary for specific formatting, printing, or layout requirements.

4. What is the keyboard shortcut to unhide rows?

Ans- In Microsoft Excel, the keyboard shortcut to unhide rows is:

Ctrl + Shift + 9

5. How to hide rows containing blank cells?

Ans- To hide rows containing blank cells in Microsoft Excel, we can use the Excel AutoFilter feature. AutoFilter allows us to filter our data based on specific criteria, such as blank cells, and then hide the rows that match the criteria.

Here's how to hide rows containing blank cells using AutoFilter:

Select the range of cells that we want to filter. We can do this by clicking and dragging over the cells, or you can press Ctrl + A to select the entire worksheet if you want to apply the filter to the entire data.

Go to the "Data" tab on the Excel ribbon.

In the "Sort & Filter" group, click on the "Filter" button. This will add filter drop-down arrows to the header row of our data.

Click on the drop-down arrow for the column that we want to filter based on blank cells.

In the filter options, uncheck the box next to "(Blanks)" to hide the rows containing blank cells.

Excel will filter the data, and the rows with blank cells in the selected column will be hidden.

If we have multiple columns with blank cells, we can repeat steps 4 and 5 for each column to hide rows with blank cells in any of those columns.

To remove the filter and show all the rows again, go back to the "Data" tab, click on the "Filter" button to disable it, or we can click on the filter drop-down arrow and select "Clear Filter" for each filtered column.

Hiding rows with blank cells using AutoFilter is a temporary view change, and the data is still present in our worksheet. If we want to permanently remove rows with blank cells from your data, we may need to use other methods like filtering, sorting, or using formulas to remove the blank cells or copy only the non-blank data to a new range.

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

Ans- To hide duplicate values using conditional formatting in Excel, follow these steps:

Step 1: Select the range of cells containing the data we want to check for duplicates.

Step 2: Go to the "Home" tab on the Excel ribbon.

Step 3: In the "Styles" group, click on "Conditional Formatting."

Step 4: From the dropdown menu that appears, select "Highlight Cells Rules," and then choose "Duplicate Values."

Step 5: The "Duplicate Values" dialog box will open, showing the duplicate values found in our selected range. By default, Excel will highlight the duplicates with a light red fill color.

Step 6: Instead of highlighting the duplicates, select "Custom Format" from the "Format Style" dropdown at the bottom of the dialog box.

Step 7: In the "Format Cells" dialog box that appears, go to the "Font" tab.

Step 8: Check the "Hidden" option under "Effects," and then click "OK."

Step 9: Click "OK" again in the "Duplicate Values" dialog box to close it.

Now, Excel will hide all the duplicate values in the selected range, and they will no longer be visible on the worksheet. Only the unique values will remain visible.

Please note that hiding the duplicates using conditional formatting is just a visual effect, and the actual data is still present in the cells. If we want to remove the duplicate values permanently, you can consider using Excel's "Remove Duplicates" feature, which will delete duplicate values and leave only unique values in the selected range. We can find the "Remove Duplicates" option under the "Data" tab on the Excel ribbon.