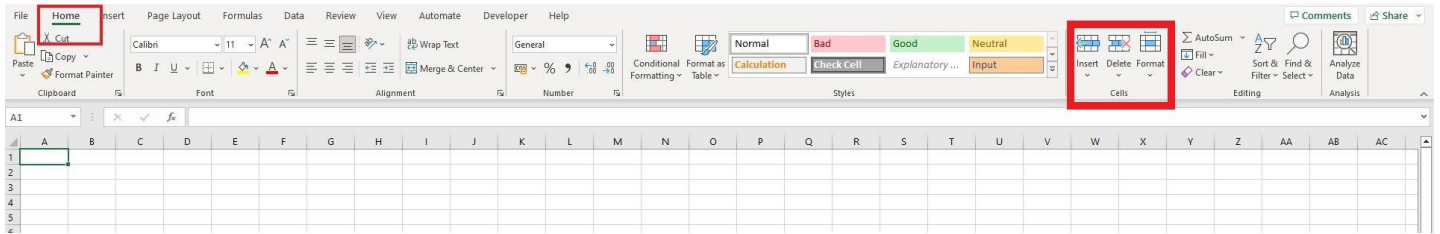


# Advance Excel Assignment 4

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

**Ans.** In Home Menu, Cell Grouping we 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?

**Ans.** Row or Column will be hidden if row height or column width equals to 0 (zero)

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

**Ans.** Yes, In Some Instances. If the Words or Number in the column is too long or if we want to wrap the text or number the column height and width can be changed.

4. What is the keyboard shortcut to unhide rows?

**Ans.** Ctrl + Shift + 9

5. How to hide rows containing blank cells?

**Ans.** 1. Select the range that contains empty cells you want to hide.

2. On the Home tab, in the Editing group, click Find & Select > Go to Special.

3. In the Go to Special dialog box, select the Blanks radio button, and click OK. ...

4. Press Ctrl + 9 to hide the corresponding rows.

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

**Ans.** To remove duplicate values, click Data > Data Tools > Remove Duplicates.