

Advance Excel Assignment 4

Q1 : To use the ribbon commands, what menu and grouping of commands will you find the Insert and Delete command?

Ans : Following are the tabs in the excel ribbon. Home: This is the most popular bar and displayed by default when excel is opened. This tab contains the basic Clipboard commands, formatting commands, style commands, commands to insert and delete rows or columns, plus an assortment of worksheet editing commands.

Q2 : If you set a row height or column width to 0 (zero), what happens to the row and column?

Ans : if you set the row height to 0 (zero), Excel will hide the row.

Q3 : 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 provides equal width and height with respect to columns and rows. Whenever we enter a lengthy data, few characters will get displayed and others will be present inside the cell but will be hidden to the user.

Q4 : What is the keyboard shortcut to unhide rows?

Ans : unhide all rows and columns, select the whole sheet as explained above, and then press Ctrl + Shift + 9 to show hidden rows and Ctrl + Shift + 0 to show hidden columns.

Q5 : How to hide rows containing blank cells?

1. Select the Data Columns containing blank or empty rows.
2. Make sure, you are on the Home tab > click on the Sort & Filter option in the 'Editing' section and select the Filter option in the drop-down menu.
3. Once you click on Filter, all the data columns will have drop-down buttons

Q6 : What are the steps to hide the duplicate values using conditional formatting in excel?

1. To filter for unique values, click Data > Sort & Filter > Advanced.
2. To remove duplicate values, click Data > Data Tools > Remove Duplicates.
3. To highlight unique or duplicate values, use the Conditional Formatting command in the Style group on the Home tab.