ASSIGNMENT 4

Que 1. 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 is 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.

Que2. If you set a row height or column width to 0 (zero), what happens to the row and column?

Ans. =>

If a column's width is set to zero (0), the column is hidden. To view the current width of a column, click on the right boundary of the column header, and Excel will display the width for you: Columns in Excel do not resize automatically as you input data into them.

Que3. Is there a need to change the height and width of a cell? Why?

Ans. =>

It is necessary to change the 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 lengthy data, a few characters will get displayed and others will be present inside the cell but will be hidden from the user

Que4. What is the keyboard shortcut to unhide rows?

Ans. =>

Unhide Rows Using a Keyboard Shortcut:

1. To unhide all rows, click and drag with the mouse to highlight rows 1 to 7.
2. Press and hold down the Ctrl and the Shift keys on the keyboard.
3. Press and release the number 9 key without releasing the Ctrl and Shift keys. The hidden row(s) will become visible

Que5. How to hide rows containing blank cells?

Ans. =>

How to hide rows containing blank cells:

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.

Que6. What are the steps to hide the duplicate values using conditional formatting in excel?

Ans. =>

Hide duplicates in columns with Conditional Formatting:

1. Select the range you want to hide duplicates.
2. Then click Conditional Formatting > Highlight Cells Rules > Duplicate Values under the Home tab.
3. In the Duplicate Values dialog box, select Custom Format in the values with the drop-down list, and then click the OK button.