**Advance Excel Assignment 4**

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

Ans:-

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Ans:- If I set a row height or column width to 0 (zero) then that row or column will get hidden in the sheet.

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Q3:- Is there a need to change the height and width in a cell? Why?

Ans:- Yes, Sometimes the length of data in all the cells is not constant, Some data points are bigger than others, So to arrange all in rows we need to change the cell width or height.

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Q4:- What is the keyboard shortcut to unhide rows?

Ans:- “Ctrl + Shift + -“ This is the shortcut key to unhide rows in the sheet.

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Q5:- How to hide rows containing blank cells?

Ans:- Select the data range which contains the blank cells you want to hide.

Then click Home > Find & Select > Go To Special, You also can press Ctrl + G to open Go To

And in the Go To Special dialog, select Blanks option, and then click OK button.

All of the blank cells in the selection have been selected.

Then you can press Ctrl + 9 keys together to hide the rows which have blank cells.

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

Ans:- Select the range you want to hide duplicates. Then click Conditional Formatting > Highlight Cells Rules > Duplicate Values under Home tab.

In the Duplicate Values dialog box, select Custom Format in the values with drop-down list, and then click the OK.

In the Format Cells dialog box, go to the Font tab, and in the Colour drop-down list, choose a font colour.

When it returns to the Duplicate Values dialog box, click the OK button. Now all duplicate records in selected columns are hidden immediately.

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