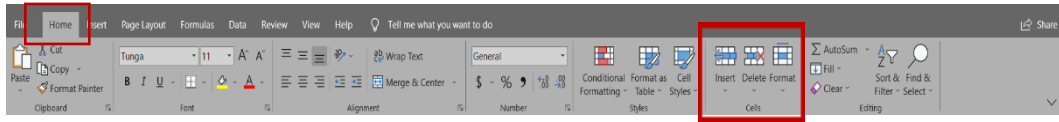


ADVANCE EXCEL ASSIGNMENT 4

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

Ans: We can find INSERT and DELETE command on Ribbon **HOME** button and in **CELLS Menu**



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

Ans: If we set Row height to 0(zero) – Row will get hidden
If we set Column width to 0(zero) – Column will get hidden

- 3) 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 as per data
Select Column Header –
Home >> Format >> **AutoFit Row Height** or **AutoFit Column width**

- 4) What is the keyboard shortcut to unhide rows?

Ans: **Ctrl + Shift + 9**

- 5) How to hide rows containing blank cells?

Ans: **Home > Find & Select > Go To Special** or
Press **Ctrl + G**
Select **Special**
Mark on Blanks It'll Blank cells
Press **Ctrl +9**

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

Ans: Home > Conditional Formatting > Highlight Cells Rules > Duplicate Values
After Clicking on **Duplicate Values**,
Select **Custom Format** from the Drop down.
Format cells Pop up will be opened
Font Tab > Choose Font Color Matching Background Color
Click on OK button.

ADVANCE EXCEL ASSIGNMENT 4

6) Contd...

