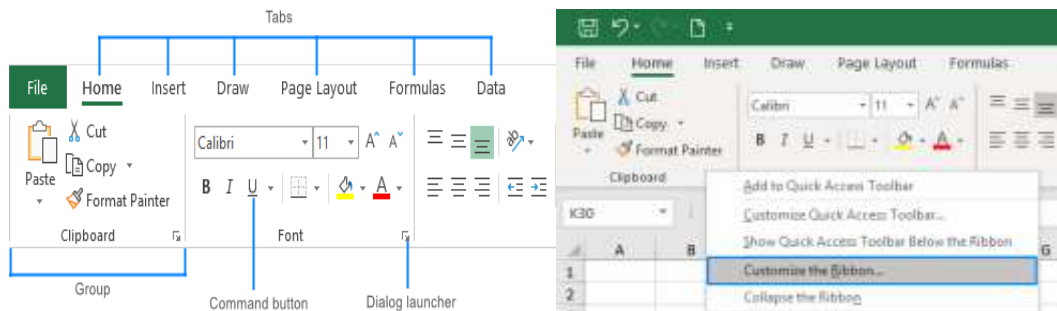


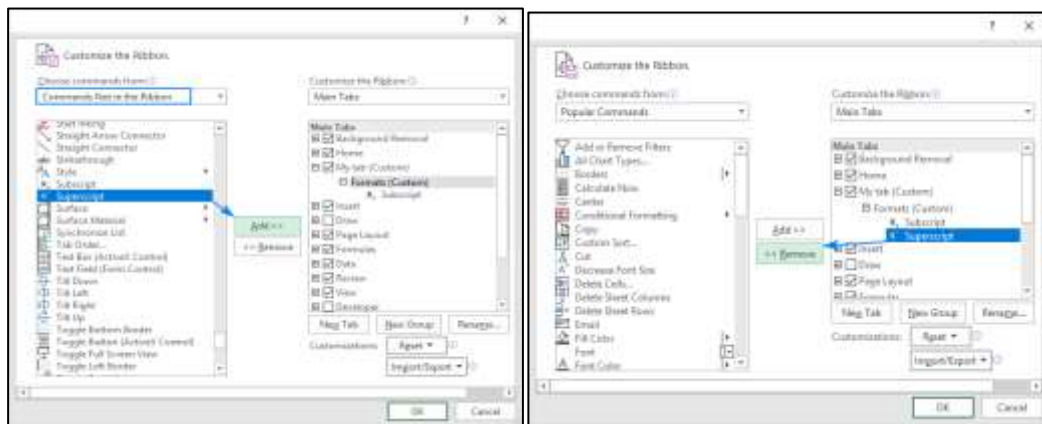
Advance Excel Assignment 4

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

- Microsoft Excel ribbon is the row of tabs and icons at the top of the Excel window that allows you to quickly find, understand and use commands for completing a certain task. It looks like a kind of complex toolbar.
- By clicking mouse right button click the “Customize the Ribbon” option.



- From there, you can add your own tabs with any commands you choose, change the order of tabs and groups, show, hide, rename tabs, delete tabs and a lot more.



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

- In Home > Cell > Format > Row Height.. and Column Width..
- If we set a row height or column width to 0 (zero), It look like we hide the column.

Advance Excel Assignment 4

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

- 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.
- But, 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**.

4. What is the keyboard shortcut to unhide rows?

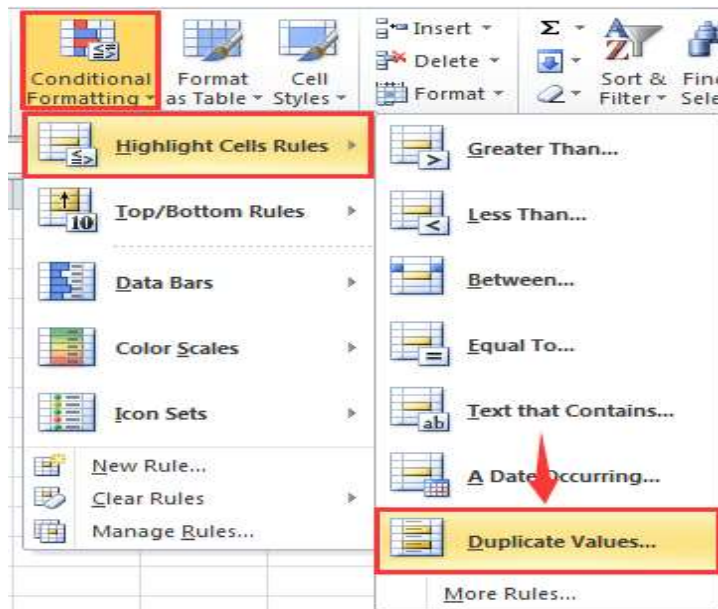
- The Keyboard shortcut for unhide the row "Press Ctrl + Shift + 9".
- By mouse is Right-Click and select the Hide option.
- On the Home tab, click Format > Unhide Rows.

5. How to hide rows containing blank cells?

- Select the range that contains empty cells that want to hide.
- On the Home tab, in the Editing group, click Find & Select > Go to Special.
- In the Go to Special dialog box, select the Blanks radio button, and click OK.
- Press Ctrl + 9 to hide the corresponding rows.

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

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



Advance Excel Assignment 4

