**Assignment 04**

1. **To use the ribbon commands, what menu and grouping of commands will you**

**find the Insert and Delete command?**

In ribbon Insert option is there to insert anything. In home tab you will get delete option.

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

**column?**

That specific row and column will be overlap and won’t we displayed on the sceen.

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

According to data cell adjust it’s height. In case of weight we have to increase it manually.

1. **What is the keyboard shortcut to unhide rows?**

Ctrl + Shift + 9

1. **How to hide rows containing blank cells?**

“ Go To Special “ Option is there.

* Select the range of cells that you want to check for blank cells and hide the corresponding rows.
* Press Ctrl + G on your keyboard, or alternatively, press F5 and then click the "Special..." button.
* Right-click on any of the selected cells, then click "Hide" from the context menu. Alternatively, you can press Ctrl + 9 to hide the selected rows.

1. **What are the steps to hide the duplicate values using conditional formatting in**

**excel?**

* Select the range you want to hide duplicates. Here I select range A1:F11.
* 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 button.

* When it returns to the Duplicate Values dialog box, click the OK button