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=>Yes,

   a) In menu look at the "Insert" tab, "Insert" tab is organized at different groups based on type of elements you want to insert. Common groups include "Tables", "Illustrations", "Charts" and "Sparklines."

   b) "Delete" command is find at different places. It is present at "Delete" command in the "Cells" group under the "Home" tab when working cell related operations. Additionally, when dealing with specific elements like charts or objects, you might find a "Delete" option in the context menu that appears when you right click on the item.

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

   Ans=>If you set row or column width to 0 then the entire row or column becomes invisible and you won't be able to see the content. Unless you increase the column or row width.

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

   Ans=>Yes there is sometimes need to change the height and width in the cell because you are unable to read the whole content to the cell in that case you have to increase the cell width, also for "Alignment", "Formatting and Styling", etc. height and width of the cell are changed.

4. What is the keyboard shortcut to unhide rows?

   Ans=>

   a) Select the row number of the row above the hidden rows.

   b) Drag down to select the row number of the row below the hidden rows.

   c) Press " Crtl + Shift + 9 "

5. How to hide rows containing blank cells?

   Ans=>To hide the rows containing blank cells

   a) Go to "Home" tab then "Editing" group then "Go To Special" click "Find & Select" from the dropdown menu, select "Blanks" and click "OK" this will select the blank cells in the selected range. Right click on the one of the selected cells, then choose "Hide" from the context menu.

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

Ans=> Go to the "Home" tab click "Styles" group in the "Conditional Formatting" choose "Highlight Cells Rules" from the menu, select "Duplicate Values" from the submenu, this opens "Duplicate Values" dialogue box here, select the formatting options that you want, click "OK" to apply the conditional formatting to the the selected range.