
Advance Excel Assignment 4

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

Solution: In Microsoft Excel, you can find the Insert and Delete commands in the "Cells" menu on the Ribbon, which is located in the "Home" tab.

To access the Insert and Delete commands, follow these steps:

1. Click on the "Home" tab on the Ribbon.
2. Look for the "Cells" menu, which is located in the middle of the Ribbon.
3. The "Insert" command is located in the first grouping of commands in the "Cells" menu, and the "Delete" command is located in the second grouping of commands.

Alternatively, you can use keyboard shortcuts to insert or delete cells. To insert cells, select the cells where you want to insert the new cells, and then press "Ctrl" + "+" (plus sign). To delete cells, select the cells that you want to delete, and then press "Ctrl" + "-" (minus sign). Note that these shortcuts may differ depending on your regional settings and keyboard layout.

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

Solution: If you set a row height or column width to 0 (zero) in Microsoft Excel, the row or column will become hidden and will not be visible in the worksheet.

This means that the content in the hidden row or column will not be displayed on the screen or when printed. However, the data in the hidden row or column will still be present in the worksheet and can be unhidden later if needed.

To unhide a hidden row or column, you can select the rows or columns that come before and after the hidden row or column, right-click on the selection, and choose "Unhide" from the context menu. This will display the previously hidden row or column with its original height or width.

It is important to note that hiding rows or columns should be used with caution, as it can affect the calculations in your worksheet. If you have formulas that reference hidden cells or ranges, the formulas may produce unexpected results or errors. Therefore, it is recommended to unhide hidden rows or columns before performing any calculations or analysis.

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

Solution: There may be a need to change the height and width of cells in Microsoft Excel to improve the readability and appearance of the data in the worksheet. Here are a few reasons why you might want to adjust the cell height and width:

1. **Fit content to cells:** If the content in a cell is too long to fit within the default cell size, you may want to increase the column width or row height to fit the content properly. This can make it easier to read the data and prevent it from spilling over into adjacent cells.
2. **Adjust row and column sizes:** If the rows or columns in your worksheet are unevenly sized, you may want to adjust the height and width of cells to make them more uniform. This can make it easier to navigate and read the data in the worksheet.
3. **Formatting purposes:** Sometimes, you may want to adjust the cell height and width for formatting purposes, such as to make a cell or range of cells stand out from the rest of the data in the worksheet. You might also adjust the size of cells to create space for headers, footers, or other elements on your worksheet.

In summary, adjusting the height and width of cells can help improve the readability and appearance of data in Microsoft Excel. By doing so, you can ensure that the information in your worksheet is presented in a clear and organized manner, making it easier to analyze and work with.

4. What is the keyboard shortcut to unhide rows?

Solution: The keyboard shortcut to unhide rows in Microsoft Excel depends on the version of Excel you are using. Here are the shortcuts for some of the most commonly used versions:

1. **Excel 2019, Excel 2016, Excel 2013, and Excel 2010:** Select the rows above and below the hidden rows, right-click, and select "Unhide" from the context menu. Alternatively, you can use the keyboard shortcut "Ctrl" + "Shift" + "9" to unhide the selected rows.
2. **Excel 2007:** Select the rows above and below the hidden rows, right-click, and select "Unhide" from the context menu. Alternatively, you can use the keyboard shortcut "Ctrl" + "Shift" + "(" (left parenthesis) to unhide the selected rows.
3. **Excel for Mac:** Select the rows above and below the hidden rows, right-click, and select "Unhide" from the context menu. Alternatively, you can use the keyboard shortcut "Command" + "Shift" + "9" to unhide the selected rows.

Note that if you want to unhide a single row, you can select the row above and below the hidden row, and then follow the same steps as above. The hidden row will be unhidden and appear between the two selected rows.

5. How to hide rows containing blank cells?

Solution: You can hide rows containing blank cells in Microsoft Excel by using the Filter feature. Here are the steps:

1. Select the range of cells that you want to filter.
2. On the "Data" tab of the Ribbon, click on "Filter" in the "Sort & Filter" group. This will add filter arrows to the top of each column.
3. Click on the filter arrow for the column that you want to filter. This will open the filter menu.
4. In the filter menu, uncheck the box for "(Blanks)" to hide the rows that contain blank cells in that column. If you want to hide rows that contain blanks in multiple columns, repeat this step for each column.
5. Once you have unchecked the "(Blanks)" option for all the columns you want to filter, click on the "OK" button to apply the filter. The rows containing blank cells will now be hidden.

To unhide the hidden rows, you can simply remove the filter by clicking on the "Filter" button again in the "Sort & Filter" group of the "Data" tab. This will remove the filter arrows and display all the rows again, including the previously hidden ones.

Alternatively, you can use the "Go To Special" feature to select and hide the rows that contain blank cells. To do this, select the range of cells you want to filter, go to the "Home" tab of the Ribbon, click on "Find & Select" in the "Editing" group, and then choose "Go To Special". In the "Go To Special" dialog box, select "Blanks" and click "OK". This will select all the blank cells in the range. Then, right-click on one of the selected cells, choose "Hide" from the context menu, and the rows containing blank cells will be hidden. To unhide the rows, select the adjacent rows, right-click, and choose "Unhide".

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

Solution: Here are the steps to hide the duplicate values using conditional formatting in Microsoft Excel:

1. Select the range of cells that you want to check for duplicates.
2. On the "Home" tab of the Ribbon, click on "Conditional Formatting" in the "Styles" group, and then choose "Highlight Cells Rules" and "Duplicate Values" from the drop-down menu.
3. In the "Duplicate Values" dialog box, select "Custom format" from the "Format all" drop-down list.
4. In the "Custom Format" dialog box, choose the font color and background color that you want to use for the duplicate values. You can choose a color that matches the background color of your worksheet, which will effectively hide the duplicates.
5. Click "OK" to close the "Custom Format" dialog box, and then click "OK" again to close the "Duplicate Values" dialog box.
6. The duplicates will now be hidden in the selected range, based on the formatting you chose in step 4.

Note that this method only hides the duplicates visually, it does not actually delete them from the worksheet. If you want to remove the duplicates from the worksheet, you can use the "Remove Duplicates" feature on the "Data" tab of the Ribbon. To do this, select the range of cells that you want to check for duplicates, click on "Remove Duplicates" in the "Data Tools" group, and then choose the columns that you want to check for duplicates. Excel will remove the duplicates and leave only the unique values in the worksheet.

