ADVANCE EXCEL ASSIGNMENT – IV

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

Ans. This tab contains the basic Clipboard commands, formatting commands, style commands, commands to insert and delete rows or columns, plus an assortment of worksheet editing commands.

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

Ans. If a column's width is set to zero (0), the column is hidden.

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

Ans. It is necessary to change the rows and columns height and width to have a good presentation in excel. Few other cells width and height needs to be reduced so that it represents a smaller amount of data.

4. What is the keyboard shortcut to unhide rows?

Ans. Press and release the number 9 key without releasing the Ctrl and Shift keys. The hidden row(s) will become visible.

5. How to hide rows containing blank cells?

Ans.   **A**. Select the range that contains empty cells you want to hide.

B. On the Home tab, in the Editing group, click Find & Select > Go to Special.

C. In the Go to Special dialog box, select the Blanks radio button, and click OK

D. Press Ctrl + 9 to hide the corresponding rows.

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

Ans.   1. Select the range you want to hide duplicates. …

2. Then click Conditional Formatting > Highlight Cells Rules > Duplicate Values under Home tab. …

3. In the Duplicate Values dialog box, select Custom Format in the values with drop-down list, and then click the OK button.