

Advance Excel Assignment 4

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

Answer : The insert and delete command found under Home tab in the Cells group, where there are different insert and delete commands available like insert row, insert cell, delete sheet etc.

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

Answer : If we do this then that particular column and row disappear or hide.

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

Answer : Yes if we want to make some custom format or table and want to put a data of big letters or when we make headings then we do change height and width.

4. What is the keyboard shortcut to unhide rows?

Answer : CTRL + SHIFT + (

5. How to hide rows containing blank cells?

Answer : By going to 'Home' tab under 'Editing' click on 'find and select' then click 'Go to special' then select 'Blanks' and 'Ok' then it will highlights blanks then press 'CTRL + 9' and the rows containing blanks hide.

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

Answer : Select 'Data' tab then go with the Data tools under that select remove duplicates then the duplicate values removed and only unique values were present.

