

Excel))

Assignment :- 4

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Page No						YOUVA
Date						

Q To use the ribbon Command, what menu and grouping find insert and delete Command.

Ans This is the most popular bar and displayed by default when excel is opened. 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.

You can also use the right click method. Right-click where you want to add or remove a cell, and the drop-down menu includes the insert and Delete Commands.

Ans ~~It sets~~

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

Ans It sets to the default width or height.

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

Ans It is necessary to change width and height in excel to fit the data. Excel by default provide equal width and height with respect to columns and rows. When -

even we enter a lengthy data, few characters will get displayed and other will be present inside the cell but will be hidden to the user.

Q4 What is the keyboard shortcut to Unhide rows?

To unhide all rows and columns, select the whole sheet, and then press $Ctrl + Shift + (9)$ to show hidden rows and $Ctrl + (10)$ to show hidden columns.

How to hide rows containing blank cells?

- (1) Select the range that contains empty cells you want to hide.
- (2) On the home tab, in the Editing group, click Find and Select > Go To Special.
- (3) In Go to box, select the blanks radio button, and click OK.
- (4) Press $Ctrl + 9$ to hide the corresponding rows.

Q6 What are the steps to hide the duplicated value using Conditional formatting?

To filter for unique values, click data > Sort and filter > Advanced. To remove duplicate values, click data > data tools > Remove duplicates.

To highlight unique or duplicate values use the Conditional formatting Command in the style group on the Home Tab.