**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; I will find the Insert and Delete command Under Home Tab there is a cells grouping .**

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

**That Row or column will be hide**

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

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. Whenever 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.

1. **What is the keyboard shortcut to unhide rows**

**To hide a row, select the row and press "Ctrl" + "Shift 9". This will hide the entire row.**

1. How to hide rows containing blank cells?
2. Select the range that contains empty cells you want to hide.
3. On the Home tab, in the Editing group, click Find & Select > Go To Special.
4. In the Go To Special dialog box, select the Blanks radio button, and click OK. ...
5. Press Ctrl + 9 to hide the corresponding rows.

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

Select the range you want to hide duplicates.

. Then click **Conditional Formatting** > **Highlight Cells Rules** > **Duplicate Values** under **Home**tab. See screenshot:



  

