

Advance Excel Assignment

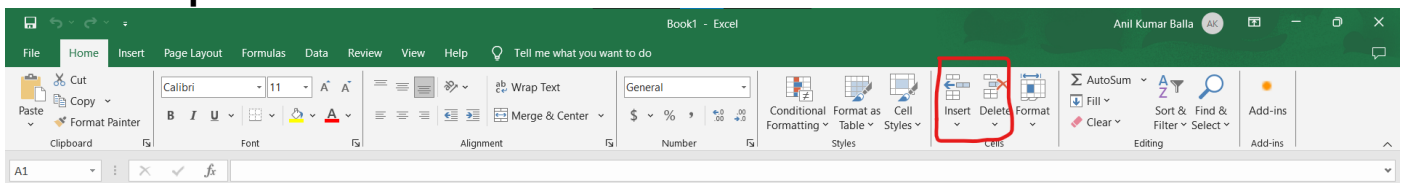
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1. To use the ribbon commands, what menu and grouping of commands will you find the Insert and Delete command?

Ans : In Excel, both the **Insert** and **Delete** commands are located

Menu : Home Tab

Group : Cells.



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

Ans : If we set a row's height or column's width to '0', the row or the column gets **hidden**.

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

Ans : There is definitely a need to change the height and width of cells in Excel for various reasons, depending on your data and presentation goals.

- **Content Visibility:** If the content is too large for the default size, increasing the row height or column width allows for better readability.
- **Cell Alignment:** You can center, left-align, or right-align text within cells in a way that suits our presentation.
- **Print Layout:** When preparing a spreadsheet for printing, adjusting row height and column width ensures that the printed document looks neat and organized.
- **Table and Chart Placement:** When incorporating tables or charts into a spreadsheet, modifying cell dimensions can help create sufficient space for these elements, ensuring they fit well within the worksheet.

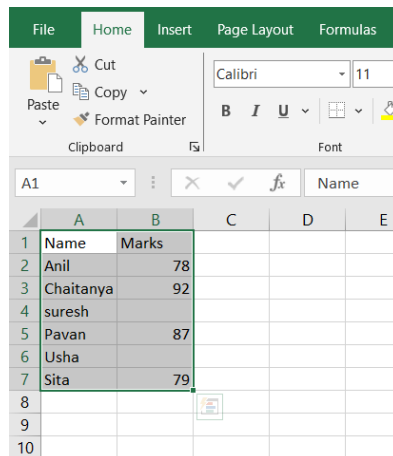
4. What is the keyboard shortcut to unhide rows?

Ans :

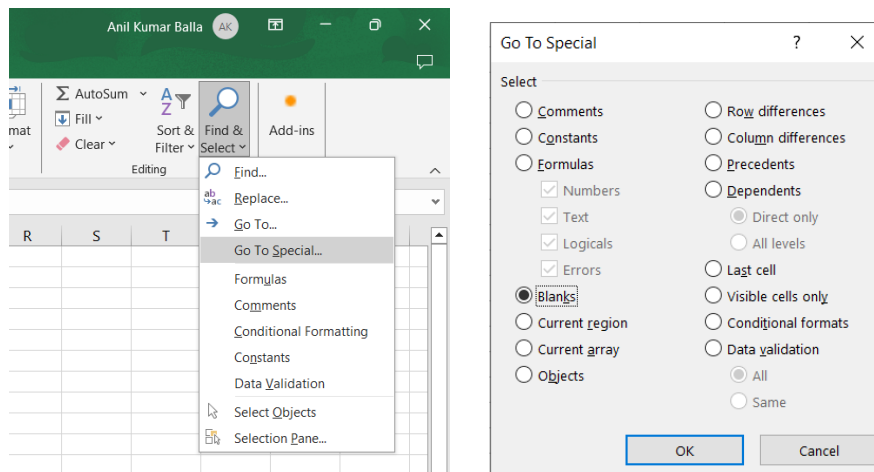
- Select the rows around the hidden rows.
- Press **Ctrl + Shift + 9**.

5. How to hide rows containing blank cells?

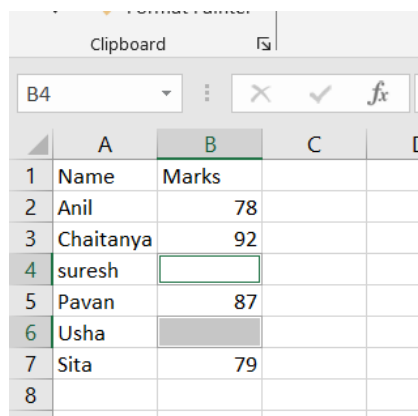
Ans : i) Select the range of cells where we want to hide rows based on the blank cells.



- ii) Click on the **Find & Select** button in the **Home** tab under the **Editing** group.
iii) Select **Go To Special** -> Check **Blanks** options -> Click **OK**.



iv) Now, all the blank cells in your selected range are selected.



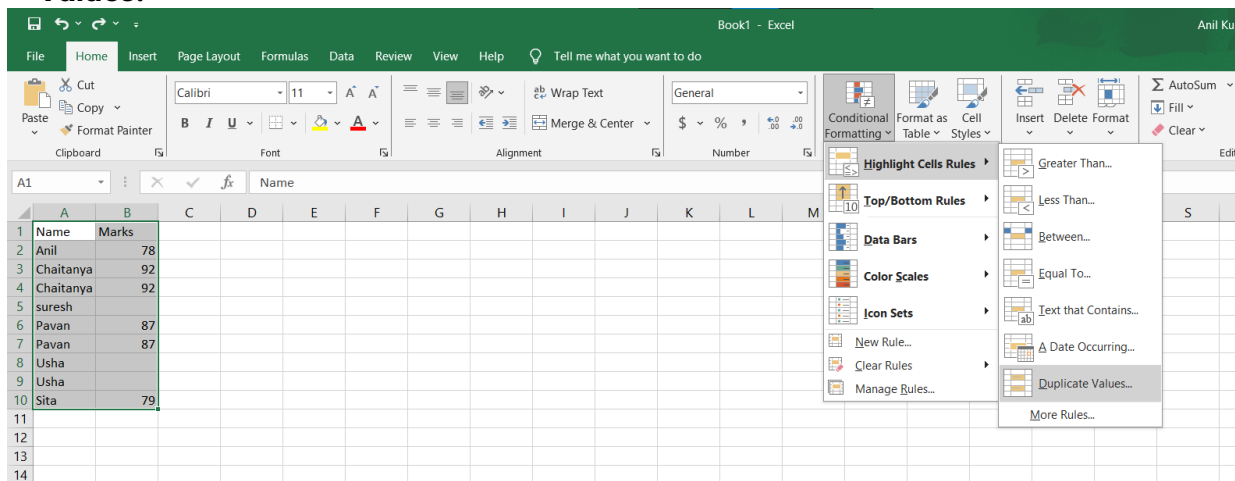
v) Now, press **CTRL+9**. So that the rows with blanks cells will be **hidden**.

	A	B	C
1	Name	Marks	
2	Anil	78	
3	Chaitanya	92	
5	Pavan	87	
7	Sita	79	
8			

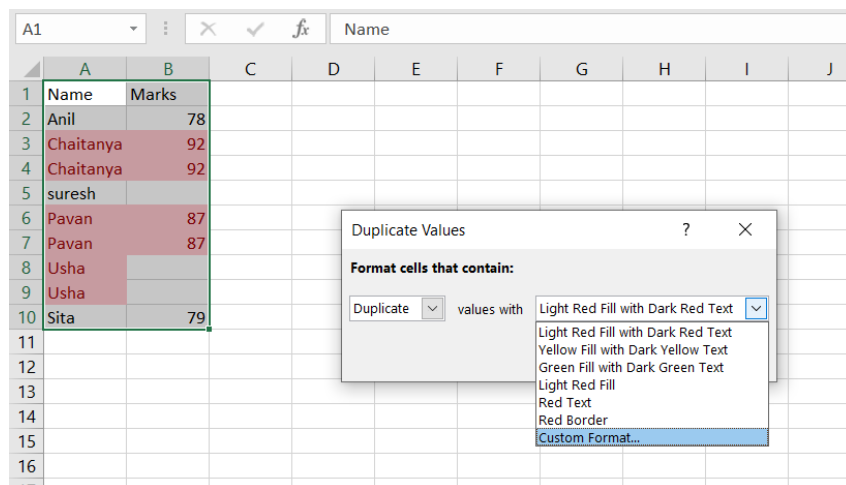
6. What are the steps to hide the duplicate values using conditional formatting in excel?

Ans :

- Select the **range of cells** containing the data you want to check for duplicates.
- Go to the **Home** tab -> **Conditional Formatting** -> **Highlight cells Rules** -> **Duplicate Values**.



- Choose **Custom Format** -> **Font** -> Choose **Colour** which matches with the background of the spreadsheet -> Click **OK**.



Format Cells

Number **Font** Border Fill

Font:

Calibri Light (Headings)
Calibri (Body)
Aharoni
Angsana New
Aptos
Aptos Display

Font style:

Regular
Italic
Bold
Bold Italic

Size:

8
9
10
11
12
14

Underline:

Color:

Effects

☒ Strikethrough
☐ Superscript
☐ Subscript

Preview

For Conditional Formatting you can set Font Style, Underline, Color, and Strikethrough.

Clear

OK Cancel

- All the **duplicate** values will be **hidden**.

	A	B	C	D
1	Name	Marks		
2	Anil	78		
3				
4				
5	suresh			
6				
7				
8				
9				
10	Sita	79		
11				
12				

iNeuron