Advance Excel Assignment 4

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

The **Ribbon** is Excel's command menu interface. It organizes commonly used actions together in an intuitive and visual way. These are the main parts of the Ribbon.

1. **Tabs** organize related groups of commands together.
2. **Groups** organize related commands together.
3. **Command Buttons** allows you to perform actions or open menus with further related actions.
4. **Command Menu** some command buttons will have a small down arrow located to the right or below the button. This indicates that a menu is available with sub-commands under the command button.
5. **Dialog Box** certain groups in the ribbon will contain a small icon in the lower right-hand corner that will launch a dialog box with further options available.
6. **Pin or Unpin Toggle** allows you to remove the ribbon from view to create more workbook space.

There are 7 **Tabs** in Excel's default setup.

7. **Home** contains commands related to creating, formatting, and editing a spreadsheet.
8. **Insert** contains commands related to adding items to a spreadsheet such as graphics, tables, pivot tables, charts, headers and footers, hyperlinks etc....
9. **Page Layout** contains commands related to printing a spreadsheet.
10. **Formulas** contains commands related to adding and error checking formulas in a spreadsheet.
11. **Data** contains commands related to importing and querying data in a spreadsheet.

12. **Review** contains commands related to proof reading, commenting, protecting or tracking changes in the spreadsheet.
13. **View** contains commands related to the display area of a spreadsheet.

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

You can set the column width from 0 to 255. If you set the width to 0 (zero), **Excel hides the column**. Rows: The default height is 12.8.

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 provides equal width and height with respect to columns and rows. Whenever we enter a lengthy data, a few characters will get displayed and other will be present inside the cell but will be hidden to the user.

4. What is the keyboard shortcut to unhide rows?

Press Ctrl + Shift + 9 (the fastest way). Select Unhide from the right-click menu (the easiest way that does not require remembering anything). On the Home tab, click Format > Unhide Rows (the traditional way)

5. How to hide rows containing blank cells?

- To select **one row**, click on its heading.
- To select multiple **contiguous rows**, drag across the row headings using the mouse. Or select the first row and hold down the Shift key while selecting the last row.
- To select **non-contiguous rows**, click the heading of the first row and hold down the Ctrl key while clicking the headings of other rows that you want to select.

With the rows selected, proceed with one of the following options.

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

To filter for unique values, click Data > Sort & 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.