Advance Excel Assignment 4

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

* Home🡪Cells

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

* The row or column will be hidden.

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

* There may be a need to change the height and width in a cell in Excel to fit the contents of the cell or to make it easier to read. You can adjust the height and width of a cell by dragging the boundary lines between cells or by using the Format Cells dialog box.

1. What is the keyboard shortcut to unhide rows?
   * Ctrl + Shift + 9
2. How to hide rows containing blank cells?

* Select the rows you want to hide, right-click on the selection, and then click Hide.

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

Go to Home🡪Styles🡪Conditional Formating🡪Highlight Cells Rules🡪Duplicate Values