EXCEL ASSIGNMENT 4

Q1. To use the ribbon commands, what menu and grouping of commands will you find the Insert and Delete command?

Ans: In Excel, the Insert and Delete commands can be found in the "Cells" group under the "Home" tab on the ribbon menu. To access these commands, follow these steps:

1. Open your Excel worksheet.
2. Navigate to the "Home" tab on the ribbon menu at the top of the screen.
3. Locate the "Cells" group in the ribbon menu.
4. Within the "Cells" group, you will find the "Insert" and "Delete" commands. The "Insert" command will allow you to insert cells, rows, or columns into your worksheet, while the "Delete" command will allow you to delete cells, rows, or columns from your worksheet.

Q2. If you set a row height or column width to 0 (zero), what happens to the row and column?

Ans: If you set a row height or column width to 0(zero) in Excel, the row or column will become hidden. This means that the row or column will not be visible in the worksheet, but its contents will be present.

Q3. Is there a need to change the height and width in a cell? Why?

Ans: Yes, there are times when you may need to change the height and width of cells in Excel. Here are a few reasons why you might need to adjust the height and/or width of cells:

1. To accommodate text or numbers: If you have a long string of text or a large number that doesn't fit within the default width of a cell, you may need to adjust the width of the cell to make the content visible.
2. To improve readability: if you have a large table or worksheet, you may want to adjust the width of the cell to make the content visible.

3. To fit content to a printed page: If you plan to print your worksheet, you may need to adjust the row height or column width to ensure that the content fits within the printed page.
4. To make a design layout: You can adjust the height and width of cells to make specific design layouts or charts.

Q4. What is the keyboard shortcut to unhide rows?

Ans: In Excel Ctrl + Shift + 9 is the keyboard shortcut to unhide rows.

Q5. How to hide rows containing blank cells?

Ans: You can hide rows containing blank cells in Excel by using the "Go To Special" feature and then hiding the selected rows. Below mention steps to follow:

1. Select the range of cells that you want to check for blank cells.
2. Press the "Ctrl" and "G" keys on your keyboard to open the "Go To" dialog box.
3. Click the "Special" button in the "Go "To" dialog box.
4. In the "Go To Special" Dialog box, select the "Blanks" option and click OK.
5. This will select all the blank cells within the selected range.
6. Right-click on one of the selected rows and choose "Hide" from the context menu.
7. This will hide all the rows containing blank cells.

Q6. What are the steps to hide the duplicate values using conditional formatting in excel?

Ans: You can use conditional formatting in Excel to highlight or hide duplicate values in a range of cells. Below are the steps to hide duplicate values using conditional formatting:

1. Select the range of cells that you want to check for duplicates.
2. Go to the "Home" tab on the ribbon menu.
3. Click on "Conditional Formatting" and select "Highlight Cells Rules" from the dropdown menu.
4. Click on "Duplicate Values" in the submenu.

5. In the "Duplicate Values" dialog box, choose "Duplicate" from the "Format all" drop-down list.
6. Select the color that you want to use to hide the duplicates from the "Fill" drop-down list.
7. Click "OK" to close the "Duplicate Values" dialog box.
8. All the duplicate values in the selected range will now be hidden with the chosen color.