**Advance Excel Assignment 4**

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

Ribbon provides shortcuts to google sheet commands.

It is made up of the Home, Menu bar, Quick Access Toolbar, Groups and commands.

Under Home Tab we can find different groups like clipboard, Font, alignment, Number, Styles, cells and editing..

Under group of cells we can find Insert and Delete..

By using Insert we can insert entire row, Entire Column, insert sheet, insert cell...

By using Delete we can delete cell, row, Column and sheet.

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

The row will be disappear from the worksheet.

1. 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 represent inside the cell but will be hidden to the user.

1. What is the keyboard shortcut to unhide rows?

* Ctrl + shift +9
* Right click menu>>unhide rows
* Home >>format>>unhide Rows

1. How to hide rows containing blank cells?

* Home>> find & select >>Go To Special>>check for blanks..
* Home >>Format>>Hide & Unhide >>hide select

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

Click data>Sort & Filter >Advanced.

Remove duplicates..

Click data>Data Tools>Remove Duplicates..

Use the conditional formatting command in the style group on the HomeTab

