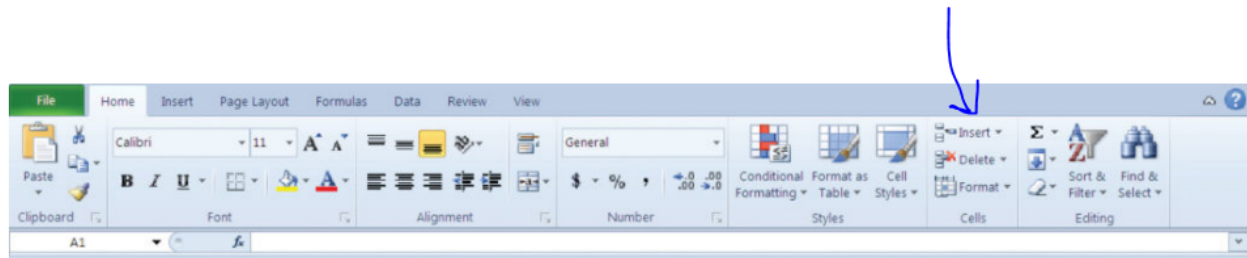


## Advance Excel Assignment 4

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

Ans.

Under the Home Tab of the Ribbon Menu > Inside the Cell (grouping of Commands) we can find the Insert & Delete Command.



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

Ans.

If a column's width is set to zero (0), the column is hidden.

Similarly If a row's height is set to zero, then the row is hidden.

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

Ans.

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, few characters will get displayed and others will be present inside the cell but will be hidden to the user. So there is a need to change the width and height in a cell to see all the data present inside the cell properly.

4. What is the keyboard shortcut to unhide rows?

Ans.

**Ctrl+Shift+(** - this keyboard shortcut is used to Unhide Rows

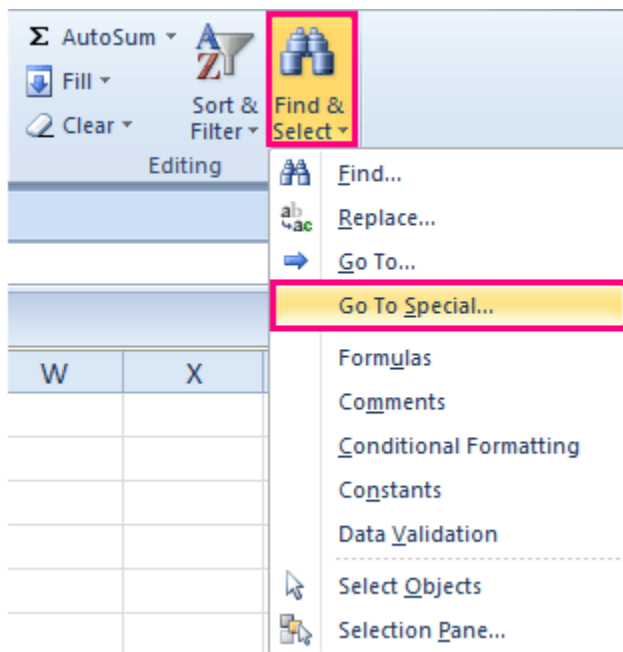
5. How to hide rows containing blank cells?

Ans.

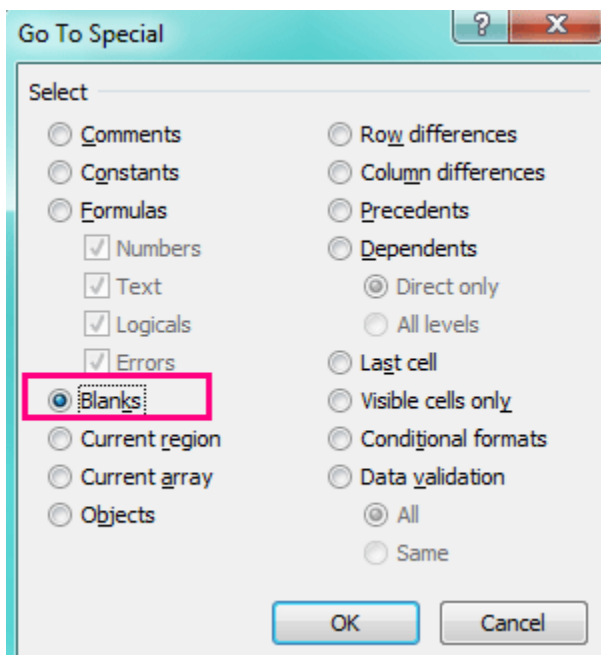
With the **Go To Special** function, you can select the blank cells first and then apply the shortcut keys to hide the rows which contain blank cells. It can be done with following steps:

1. Select the data range which contains the blank cells you want to hide.

2. Then click **Home > Find & Select > Go To Special**



3. And in the **Go To Special** dialog, select the Blanks option, and then click the OK button.



4. All of the blank cells in the selection would have been selected

	A	B	C	D	E	F	G	H	I
1	2649	3317	2970	1123	3937		1237	1308	1025
2	384	4678	2625	3850	1709	3107	4888	4895	3004
3		4166		4631	155	3284	1349		917
4	4397	3105	4477	768	3312	4119	1417	327	3775
5	335	4566	1200	1632	2562	4265	1033	3045	3910
6	3871	4263	2063	2481	4256	4629	363		2977
7	1234	3019	3261		4774	1524	3213	1841	3203
8	1548	4616	1466	3506	2533	1482	4332	4653	429
9	1904	3178		2515	3697	2110	4374	2479	
10	3854	2015	3850	4848	505	2484	1242	283	2308

5. Then you can press **Ctrl + 9** keys together to hide the rows which have blank cells.

	A	B	C	D	E	F	G	H	I
2	384	4678	2625	3850	1709	3107	4888	4895	3004
4	4397	3105	4477	768	3312	4119	1417	327	3775
5	335	4566	1200	1632	2562	4265	1033	3045	3910
8	1548	4616	1466	3506	2533	1482	4332	4653	429
10	3854	2015	3850	4848	505	2484	1242	283	2308

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

**Ans.**

Steps to hide the duplicates

B2:B5	fx	Ashish	
	A	B	C
1	Region	Name	
2	India	Ashish	
3	Australia	Ashish	
4	Japan	Aman	
5	Korea	Aman	
6			
7			
8			

1. Select range B2:B5
2. On the Ribbon's Home tab, click the Conditional Formatting button, then click New Rule

3. Click *Use a Formula to Determine Which Cells to Format*
  - NOTE: In Excel 2003, choose Format|Conditional Formatting
  - Then, from the first drop-down, choose *Formula Is*
4. For the formula, enter  
**=B2=B1**
5. Click the Format button.
6. Select a font colour to match the cell colour.
7. Click OK, click OK

Conditional format rules

Single color Color scale

Apply to range

B2:B5

Format rules

Format cells if...

Custom formula is

=B2=B1

Formatting style

Cancel Done

**Duplicate Values get hidden here.**

	A	B	C
1	Region	Name	
2	India	Ashish	
3	Australia		
4	Japan	Aman	
5	Korea		
6			
7			

