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-

The "Cells" group on the "Home" tab in Excel contains the ribbon commands for Insert and Delete. The "Delete" command can be found in a dropdown menu within the "Cells" group, whereas the "Insert" command is placed in the "Cells" group.

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

Ans-

The row or column will be hidden if you set a row height or column width to 0 (zero).

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

Ans-

Yes, it may be necessary to adjust a cell's height and width in order to fit the data properly or to make the data in the cell easier to read.

1. What is the keyboard shortcut to unhide rows?

Ans-

"Ctrl + Shift + 9" is the keyboard shortcut for bringing up hidden rows.

1. How to hide rows containing blank cells?

Ans-

You can take the following actions to hide rows that contain empty cells:

\*Select the rows you want to hide.

\*On the "Home" tab, select the "Find & Select" option under the "Editing" group.

\*From the dropdown menu, choose "Go To Special".

\*Choose "Blanks" from the "Go To Special" dialogue box and then click "OK".

\*The selected rows' empty cells will all be highlighted.

Select "Hide" by performing a right-click on any of the highlighted cells.

\*The rows with the empty cells will be hidden.

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

Ans-

Here are the steps to use conditional formatting in Excel to hide duplicate values:

\*Choose the cells or a range of cells to which the conditional formatting should be applied.

\*On the "Home" tab, select the "Conditional Formatting" button under the "Styles" section.

\*Select "Duplicate Values" from the subsequent dropdown menu after choosing "Highlight Cells Rules" from the first.

\*Select the formatting style you want to use to draw attention to the duplicate values in the "Duplicate Values" dialogue box.

\*The conditional formatting will be applied to the chosen cells after you click "OK" to dismiss the dialogue box.

\*The formatting you specified in step 4 will now be applied to the selected cells, highlighting any duplicates.

\*You can apply a filter to the column you wish to hide the duplicate values in order to do so.

\*Uncheck the box next to the duplicate values by selecting the filter button in the column header.

\*Only the unique values will be shown once you uncheck the box for the duplicates, and the duplicates will be hidden.