**Assignment – 4**

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

Ans. To add or remove a cell, you can go to the Home menu, look in the Cells grouping of commands and click on Insert to add or Delete to remove. You can also use the right-click method. Right-click where you want to add or remove a cell, and the drop-down menu includes the Insert and Delete commands

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

Ans.  It sets to the default width or height.

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

Ans. f the data being entered into a cell is wider or narrower than the default column width, you can adjust the column width so it is wide enough to contain the data.

4.What is the keyboard shortcut to unhide rows?

Ans. Ctrl + Shift + 9 to show hidden rows and Ctrl + Shift + 0 to show hidden columns.

5.How to hide rows containing blank cells?

1. Ans. Step 1: Identify the Cell Value.
2. Step 2: Select the Rows to Hide.
3. Step 3: Open the "Format" Menu.
4. Step 4: Choose "Hide" from the "Visibility" Options.
5. Step 5: Set the Condition for Hiding Rows.
6. Step 6: Apply the Formula to the Hidden Rows.

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

1. Ans. Select a cell in your dataset and go to Data > Advanced filter to the far right. ...
2. Choose to “Filter the list, in-place” or “Copy to another location”. ...
3. Tick the “Unique records only” box to keep the unique values, and then “OK” to remove all duplicates.