**Advance Excel Assignment 4**

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

The Insert, the Delete and the Format buttons are part of the Cells group. This group of the home Tab ribbon holds the sixth position.

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

It hides the row or column

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

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 present inside the cell but will be hidden to the user. It is necessary to change the rows and columns height and width to have a good presentation in excel

4. What is the keyboard shortcut to unhide rows?

Press Ctrl + Shift + 9

5. How to hide rows containing blank cells?

Go to the Home tab > Cells group, and click the Format button.

Under Visibility, point to Hide & Unhide, and then select Hide Rows.

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

excel?

Select the range we want to hide duplicates. Here we select range as per req.

Then click Conditional Formatting > Highlight Cells Rules > Duplicate Values under Home tab.

In the Duplicate Values dialog box, select Custom Format in the values with drop-down list, and then click the OK button

In the Format Cells dialog box, go to the Font tab, and in the Colour drop-down list, choose a font colour which matches the background colour of your selected range cell. And finally click the OK button

When it returns to the Duplicate Values dialog box, click the OK button