Advance Excel Assignment 4

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1. From the home tab, both the insert and delete command can be chosen.
2. If we set the row height or column width as zero, excel will hide the row or the column.
3. To fit the data, the width and height must be changed in Excel. Excel provides equal width and height for columns and rows by default. When we enter long data, only a few characters are displayed, while others are present inside the cell but are hidden from the user.
4. In order to Unhide a row, Ctrl+Shift+9 need to be typed on keyboard.
5. It is possible to select and hide blank cells in excel. This operation can be performed through home tab. Here, the following steps can be used:

Home > Find & Select > Go To Special

Into the Go To Special option, Blanks option need to be selected and then click Ok.

This step will select all the blank cell and Ctrl+9 can be pressed to hide those rows which are having blank cells.

1. In order to hide duplicate values, the below steps could be followed by the users:

Data > Data Tools > Remove Duplicates.