**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. Home

**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. It is necessary to change width and height in excel to fit the data. 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.

**4. What is the keyboard shortcut to unhide rows?**

Ans. Ctrl + Shift + 9

**5. How to hide rows containing blank cells?**

Ans. 1. Select the range that contains empty cells you want to hide.

2. On the Home tab, in the Editing group, click Find & Select > Go To Special.

3. In the Go To Special dialog box, select the Blanks radio button, and click OK. ...

4. Press Ctrl + 9 to hide the corresponding rows.

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

**excel?**

Ans. 1. Select the range you want to hide duplicates.

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

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

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