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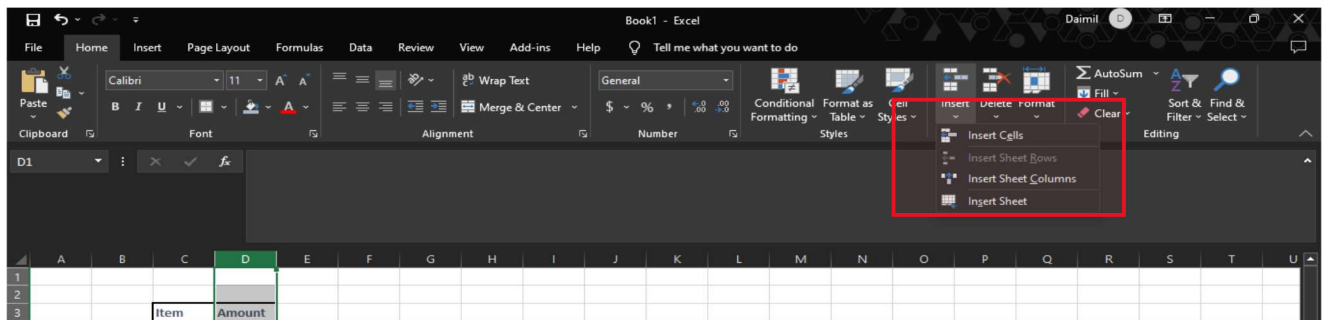
Advance Excel Assignment 4

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

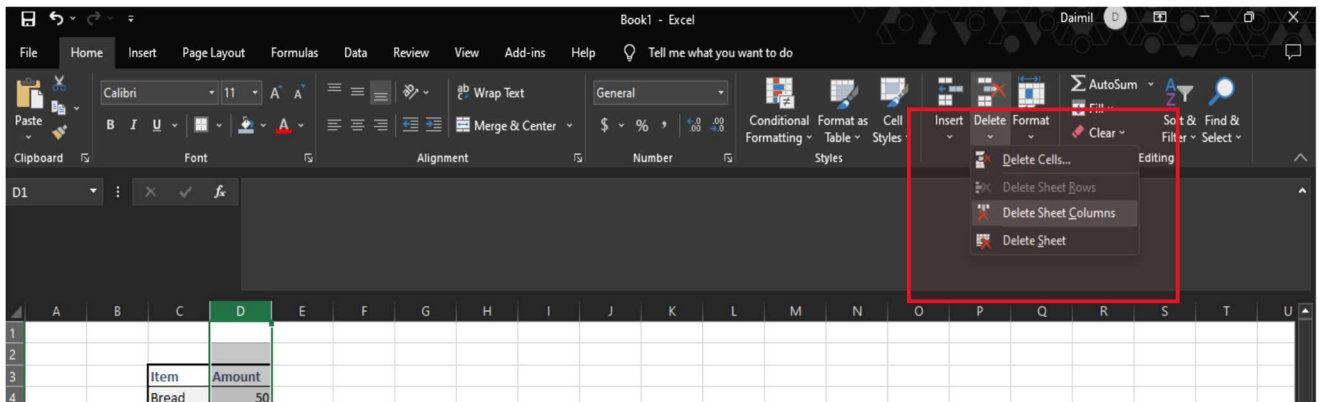
Ans:-

To use the ribbon commands, below are the groupings of the commands which can be used.

1) To use Insert command, press “Alt+H+I” this will show the insert command in the ribbon.



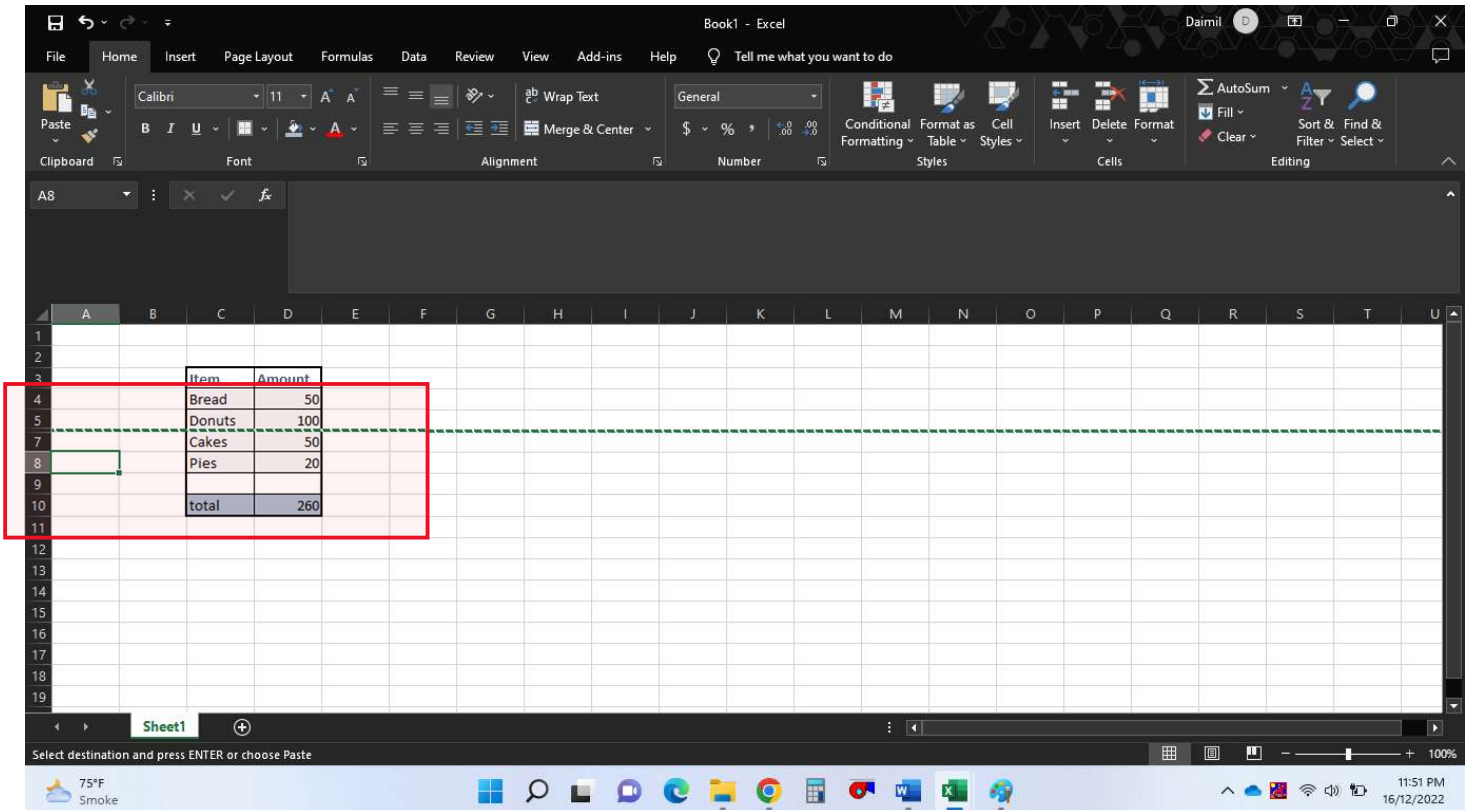
2) To use Delete command, press “Alt+H+D” this will show the insert command in the ribbon.



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

Ans:-

If you set the width to 0 (zero), Excel hides the column.



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

Ans : -

Yes, we need to change the height and width of a cell to see the data written in the cell. Sometimes data written in the cell are not visible in the default height and width. Hence, we need to change the height and width of the cell according to our data.

4) What is the keyboard shortcut to unhide rows?

Ans: -

To unhide the Rows Press “Ctrl+Shift+9”. The rows between the selected rows shall be unhide

5) How to hide rows containing blank cells?

Ans:-

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

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

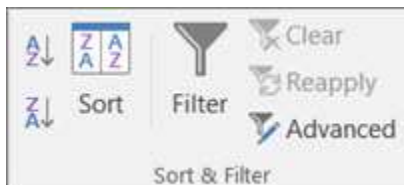
In the Go To Special dialog box, select the Blanks radio button, and click OK. ...

Press Ctrl + 9 to hide the corresponding rows.

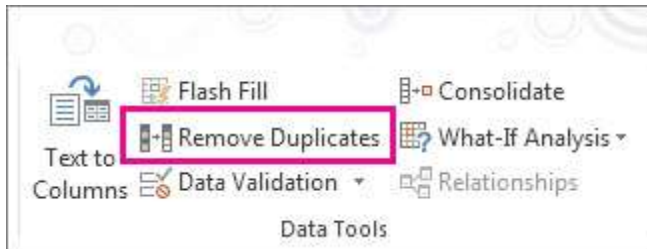
6)

Ans:-

1. To filter for unique values, click Data > Sort & Filter > Advanced.



2. To remove duplicate values, click Data > Data Tools > Remove Duplicates.



3. To highlight unique or duplicate values, use the Conditional Formatting command in the Style group on the Home tab.