**Advance Excel Assignment 4**

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

In **Home** Menu -> In **Cells** Group

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

In *Home* tab, in *Cell* group, click Format -> Row Height… and Column Width…

ALT + h + o + h = To set row height

ALT + o + c + w = To set column weight

Through above ways, we can set row height and column width to 0(zero) for a particular cell, suppose E7. E7 will become very small, not visible to naked eyes, but it will still be represented, as references of surrounding rows and columns doesn’t change.

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

Yes, as height and width in a cell is set to a default size. But it is not necessary that it will be enough for the value to be inserted in that cell. That value will start overlapping to its right and below cells, if size is not adequate. To avoid this, we increase the width of a cell. And if we want to add multiple lines in a cell, we have to increase row height as well.

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

Ctrl + 9 = To Hide Row

Ctrl + Shift + 9 = To Unhide Row

Ctrl + 0 = To Hide Column

Ctrl + Shift + 0 = To Unhide All Cells (This shortcut was not working in my excel, so had to use, Select All cells (Ctrl + A) > *Home* tab, *Cells* group, Format > Visibility (Hide & Unhide) > Unhide Columns)

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

To hide rows that contain any blank cells, proceed with these steps:

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. This will select all empty cells in the range.
4. Press Ctrl + 9 to hide the corresponding rows.

This method works well when you want to hide all rows that contain **at least one blank cell**, as shown in the screenshot below:

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

[4 Ways to Hide Duplicates in Excel](https://www.exceldemy.com/hide-duplicates-in-excel/#4_Ways_to_Hide_Duplicates_in_Excel)

* [Using Conditional Formatting to Hide Duplicates](https://www.exceldemy.com/hide-duplicates-in-excel/#1_Using_Conditional_Formatting_to_Hide_Duplicates)
* [Using Advanced Filter to Hide Duplicate Rows](https://www.exceldemy.com/hide-duplicates-in-excel/#2_Using_Advanced_Filter_to_Hide_Duplicate_Rows)
* [Hide Duplicates Using Condition](https://www.exceldemy.com/hide-duplicates-in-excel/#3_Hide_Duplicates_Using_Condition)
* [Using COUNTIF & Context Menu to Hide Duplicates in Excel](https://www.exceldemy.com/hide-duplicates-in-excel/#4_Using_COUNTIF_Context_Menu_to_Hide_Duplicates_in_Excel)

**1.** [**Using Conditional Formatting to Hide Duplicates**](https://www.exceldemy.com/hide-duplicates-in-excel/#1_Using_Conditional_Formatting_to_Hide_Duplicates)

1. 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 **Duplicates**in **Format cells that contain and** select**Custom Format** in the v**alues 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.
5. When it returns to the Duplicate Values dialog box, click the OK button.

 All the duplicates values are hidden including the first occurrence.

**2.** [**Hide Duplicates Using Condition**](https://www.exceldemy.com/hide-duplicates-in-excel/#3_Hide_Duplicates_Using_Condition)

1. Select the range you want to hide duplicates. I selected **B4:F13**.
2. Go to **Home**tab >> from **Conditional Formatting**>> select **New Rule**
3. In the New Formatting Rule dialog box, select **Use a formula to determine which cells to format** rule from **Select a Rule Type**
4. In **Edit the Rule Description**, provide the following formula

=B4=B3

This formula will check the active cell’s B4 value is equal to the cell above which is the **B3**cell. If they are equal, the result of this formula is TRUE and format will be applied to the cells otherwise FALSE no format will be applied.

1. Click on **Format,** a **Format Cells** dialog box will pop-up, 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. Then click the OK button.
2. Now, click **OK**on the **Edit Formatting Rule** dialog box.

All the consecutive duplicates values are hidden.

**3.** [**Using COUNTIF & Context Menu to Hide Duplicates in Excel**](https://www.exceldemy.com/hide-duplicates-in-excel/#4_Using_COUNTIF_Context_Menu_to_Hide_Duplicates_in_Excel)

1. Select the range you want to hide duplicates. I selected **B4:F13**.
2. Go to **Home**tab >> from **Conditional Formatting**>> select **New Rule**
3. In the New Formatting Rule dialog box, select **Use a formula to determine which cells to format** rule from **Select a Rule Type**
4. In **Edit the Rule Description**, provide the following formula

=COUNTIF($C$4:$C$12,$C4)>1

To check which cells value is occurring more than once.

1. Click on **Format** to choose the format.  I selected the color **Red**to format the cell values. Then finally click on **OK**.

As a result, all the duplicate values will be formatted. Now, using the **context menu**I’ll **hide**the duplicate rows.

First, select any duplicate cell then hold the **CTRL**key and select other duplicate rows that you want to hide. Then, **right-click on the mouse**and select **Hide**.