Advanced excel assignment -4

Name - Deeraj sabnis

Email – [dhirajsab123@gmail.com](mailto:dhirajsab123@gmail.com)

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

Ribbon tabs

Home – contains the most frequently used commands such as copying and pasting,

sorting and filtering, formatting, etc.

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

Again, just like columns, if you set the row height to 0 (zero), Excel will hide the

Row.

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

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?**

You can quickly unhide all rows and columns by using control + A to select the

entire worksheet, and then using Control + Shift + 0, or Control + Shift + 9, or

both. Also, remember that you can use Select Special to make more complicated

selections before you hide.

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

Hide rows if cell is blank with Go To Special function

i. Select the data range which contains the blank cells you want to hide.

ii. Then click Home > Find & Select > Go To Special, see screenshot: ...

iii. And in the Go To Special dialog, select Blanks option, and then click OK

button.

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

**excel?**

Filter for unique values or remove duplicate values

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

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

iii. To highlight unique or duplicate values, use the Conditional Formatting

command in the Style group on the Home tab