

## **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 – You will find the Insert and Delete command under Home menu.

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

Ans – If you set a row height or column width to 0 (zero), the row or height will be hidden.

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

Ans – Yes, at the times when the data is too small or too large to display properly inside the cell, we need to change the height and width of the cell and for doing that we need to format the entire row and column at whose intersection our original cell lies.

4. What is the keyboard shortcut to unhide rows?

Ans – The keyboard shortcut to unhide rows is “Ctrl+Shift+(”

5. How to hide rows containing blank cells?

Ans – To hide rows we need to first select them and then right click on row reference and select hide option and click it. The rows selected will get hidden.

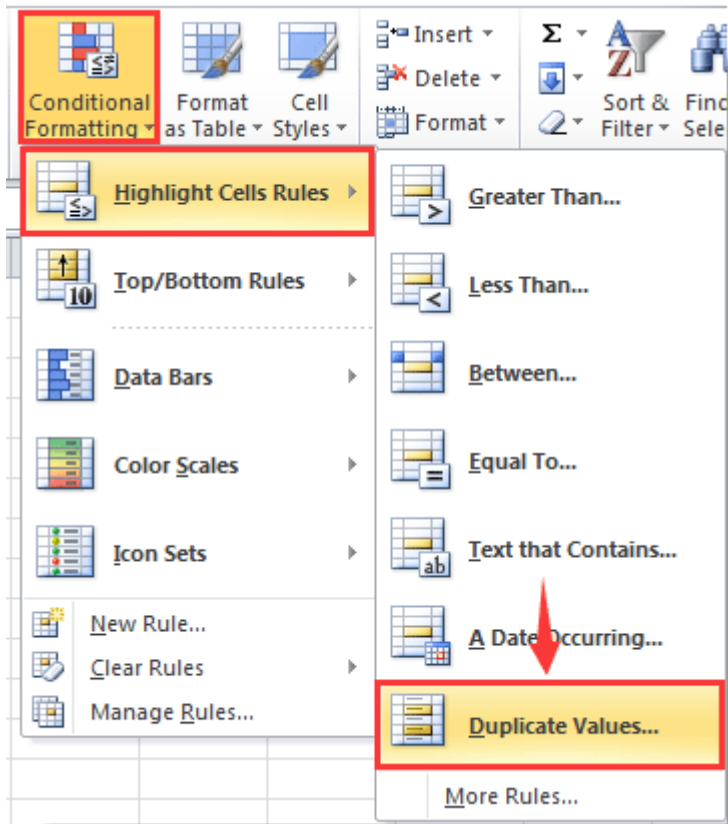
6. What are the steps to hide the duplicate values using conditional formatting in excel?

Ans – Supposing you have a range of values as below screenshot shown. For hiding all duplicates including the first one in Excel, please do as follows.

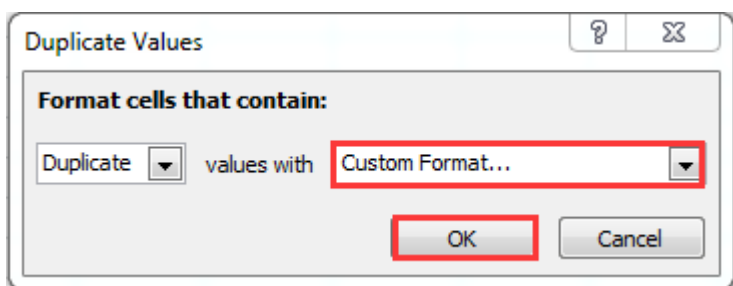
	A	B	C	D	E	F
1	33	90	87	58	66	47
2	85	40	81	88	41	76
3	97	60	62	75	86	54
4	95	70	32	35	66	68
5	33	77	96	48	42	52
6	59	90	72	73	67	93
7	44	45	81	34	100	82
8	38	55	61	57	80	65
9	53	84	51	88	69	47
10	33	49	64	89	31	36
11	83	78	39	94	74	37

1. Select the range you want to hide duplicates. Here I select range A1:F11.

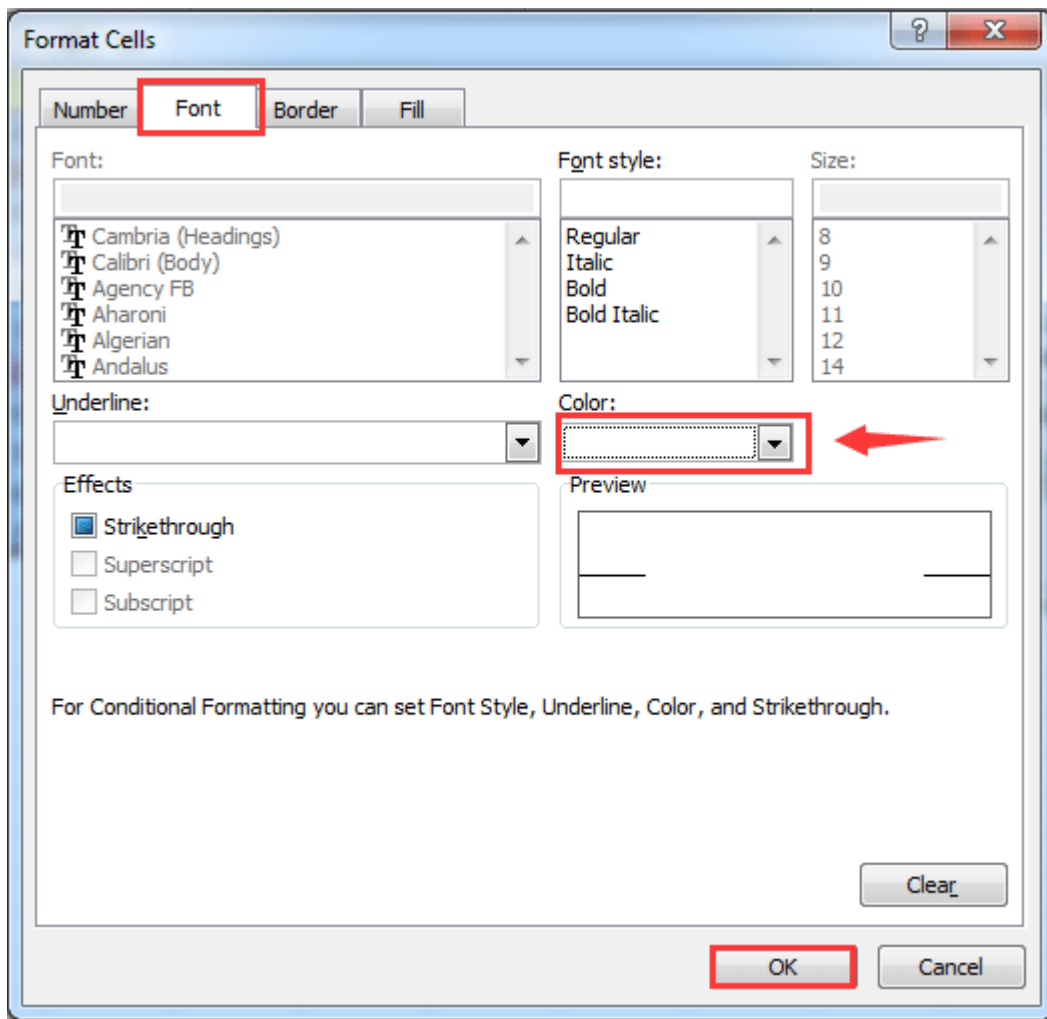
2. Then click **Conditional Formatting** > **Highlight Cells Rules** > **Duplicate Values** under **Home** tab. See screenshot:



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. See screenshot:



5. When it returns to the Duplicate Values dialog box, click the OK button.

Now all duplicate records in selected columns are hidden immediately.

	A	B	C	D	E	F
1	33	90	87	58	66	47
2	85	40	81	88	41	76
3	97	60	62	75	86	54
4	95	70	32	35	66	68
5	33	77	96	48	42	52
6	59	90	72	73	67	93
7	44	45	81	34	100	82
8	38	55	61	57	80	65
9	53	84	51	88	69	47
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