# 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 -In Microsoft Office applications, the Ribbon interface is organized into tabs, each of which contains a set of related commands. The Insert and Delete commands can be found in the Home tab, under the Cells group. The Insert command is used to insert cells, rows, or columns in a worksheet, while the Delete command is used to delete cells, rows, or columns.
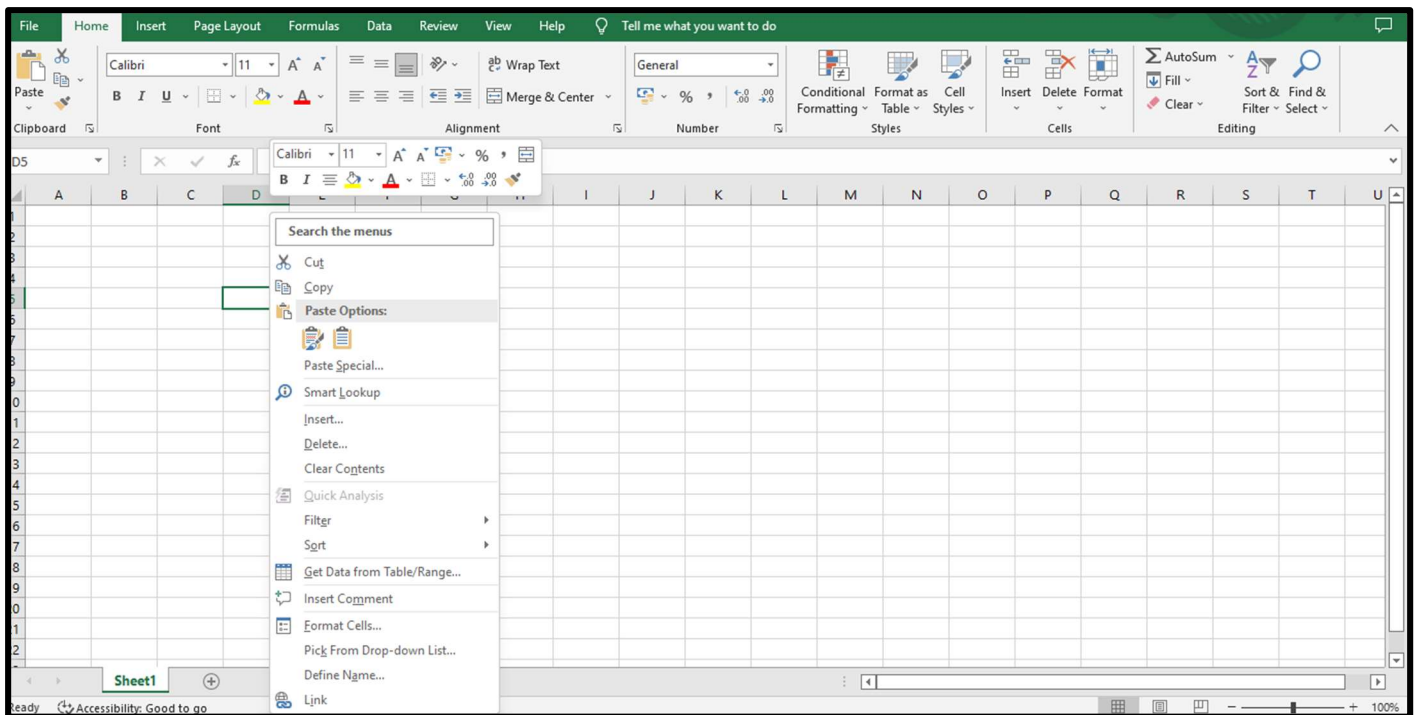
Add custom tabs and groups

Select File > Options > Customize Ribbon.

To add a new tab to the ribbon, select New Tab.

To remove a tab, in the Customize the Ribbon list, select it. Then select Remove.

To add a custom group to a tab, select the tab you want to add a group to, and then select New Group.

To rename a tab or a group, select the tab or group, select Rename, enter a display name for the group, and then select OK.

To add commands to a custom group, select the group. Then, in the Choose commands from list, select a command and select Add.

When you're finished, select OK.

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

Ans - Setting the row height to 0 (zero) in a Microsoft Excel worksheet will hide the entire row. The row will not be visible on the screen, and any data or formatting contained in the row will not be accessible.

Setting the column width to 0 (zero) in a Microsoft Excel worksheet will also hide the entire column. The column will not be visible on the screen, and any data or formatting contained in the column will not be accessible.

It's important to note that setting the row height or column width to 0 (zero) is not the same as deleting the row or column. The row or column still exists in the worksheet, but it is simply hidden from view. To unhide the row or column, you would need to set the row height or column width to a value greater than 0 (zero).
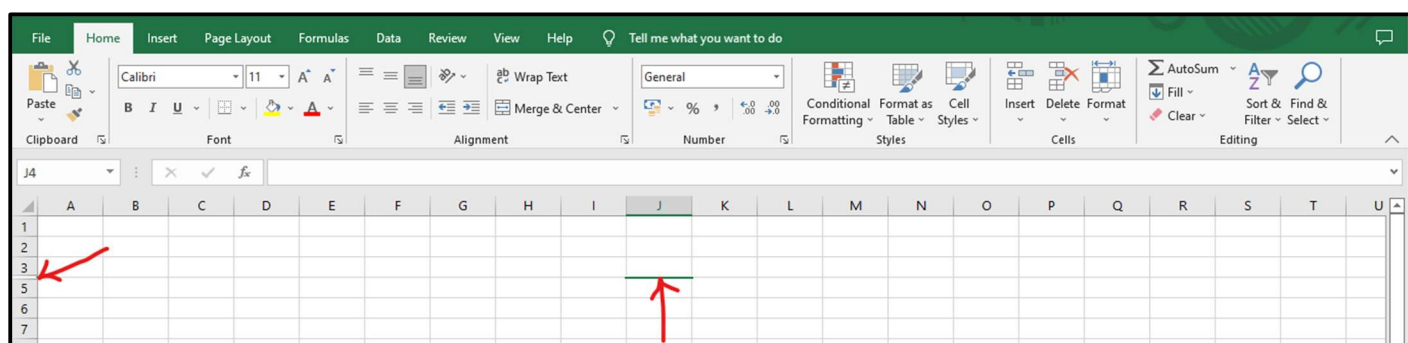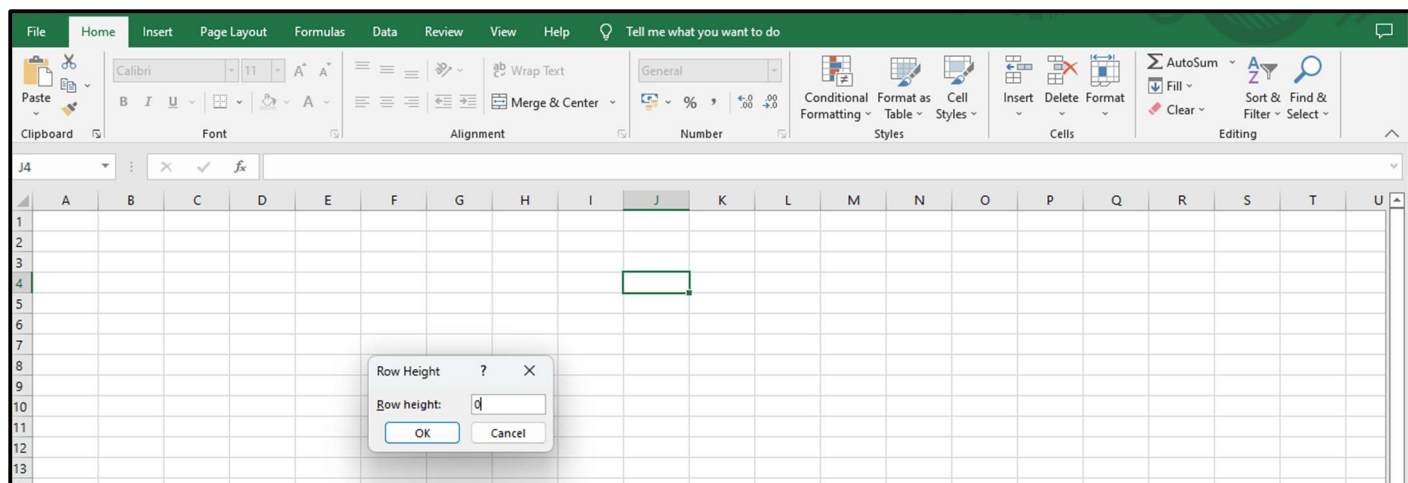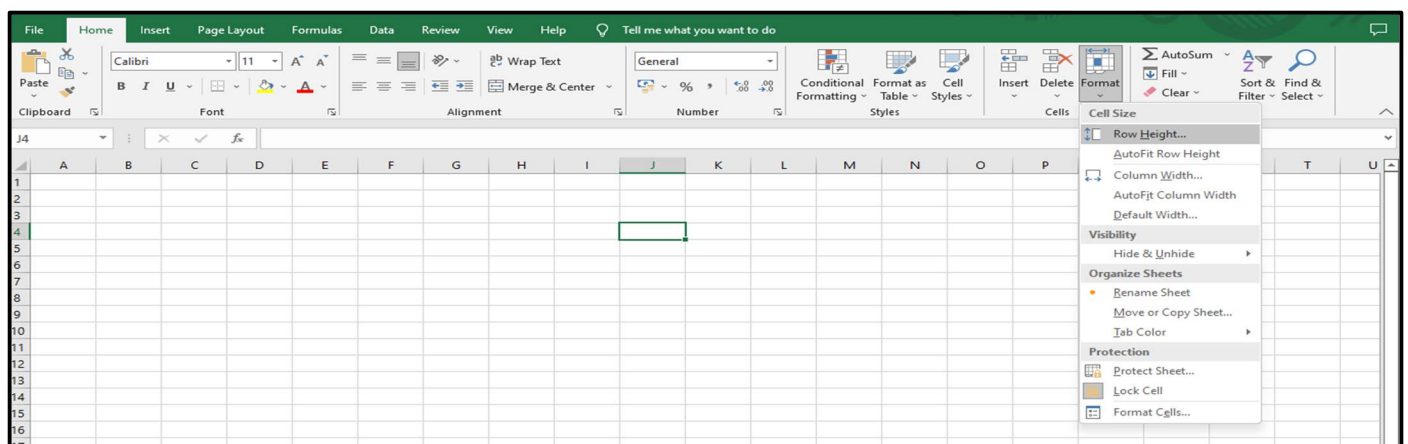
3. Is there a need to change the height and width in a cell? Why?

Ans- There is a need to change the height and width of cells in a Microsoft Excel worksheet. The height and width of cells can be changed to accommodate the data that you are working with.

For example, if you have a large amount of text in a cell, you may need to increase the row height to allow the text to be displayed properly. If the text is still being cut off, you can also increase the column width to make the cell wider. Similarly, if you have a large amount of data in a column, you may need to increase the column width to make the data easier to read.

On the other hand, if you have a lot of blank space in a row or column, you may want to decrease the row height or column width to make the worksheet look cleaner and to fit more data on the screen.

In short, changing the height and width of cells is necessary to properly display the data in a worksheet and to improve the overall appearance and readability of the worksheet.

4. What is the keyboard shortcut to unhide rows?

Ans - The keyboard shortcut to unhide rows in Microsoft Excel depends on the version of Excel you are using. Here are the shortcuts for a few common versions of Excel:

Microsoft Excel 2010 and later: Select the rows on either side of the hidden rows, and then press **Ctrl + Shift + 9.**

5. How to hide rows containing blank cells?

Ans - Select the range of cells that you want to hide rows in.

Go to the "Home" tab in the ribbon.

In the "Editing" section, click on the "Find & Select" drop-down button and select "Go To Special...".

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

Excel will now select all the blank cells in the selected range.

Right-click on one of the selected cells and select "Hide Rows" from the context menu.

This will hide all the rows that contain blank cells in the selected range. To unhide the rows, select the rows adjacent to the hidden rows, right-click on the selected cells and select "Unhide Rows" from the context menu.

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

Ans - You can use conditional formatting to highlight or hide duplicate values in Microsoft Excel by using the following steps:

Select the range of cells that you want to check for duplicates.

Go to the "Home" tab in the ribbon.

In the "Styles" section, click on the "Conditional Formatting" drop-down button and select "Highlight Cells Rules" > "Duplicate Values".

In the "Duplicate Values" dialog box, select the formatting you want to apply to the duplicate values, such as a fill color or a font color.

Click "OK" to apply the conditional formatting.

Excel will now highlight or hide the duplicate values in the selected range, depending on the formatting you selected in step 4. If you want to hide the duplicates instead of highlighting them, you can use a custom formula in the conditional formatting to hide cells based on their values.

Here's how to do it:

Select the range of cells that you want to check for duplicates.

Go to the "Home" tab in the ribbon.

In the "Styles" section, click on the "Conditional Formatting" drop-down button and select "New Rule".

In the "New Formatting Rule" dialog box, select "Use a formula to determine which cells to format".

In the "Format values where this formula is true" field, enter the following formula: =COUNTIF($A$1:$A$100, A1)>1 (assuming the range of cells you selected is A1:A100).

Select the formatting you want to apply to the duplicates, such as a fill color or a font color.

Click "OK" to apply the conditional formatting.

Excel will now hide the duplicate values in the selected range based on the formula you entered in step 5.