

Advance Excel Assignment 4

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

We can use Cells grouping in the Home tab to use ribbon commands for insert and delete.

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

That row or column will be hidden

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

Sometime height of a row or width of column need to be changed to accommodate all data in that particular row or column

4. What is the keyboard shortcut to unhide rows?

Solution: – Ctrl+Shift+9.

5. How to hide rows containing blank cells?

To hide rows containing blank cells:

1. Select the data range which contains the blank cells you want to hide.
2. Then click Home > Find & Select > Go to Special.
3. And in the Go to Special dialog, select Blanks option, and then click OK button.
4. All of the blank cells in the selection have been selected.
5. Then Press Ctrl+9 to hide all rows containing blank cells.

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

To hide duplicate values using conditional formatting:

1. Select the range in which duplicates are to be hidden.
2. Then click Conditional Formatting > Highlight Cells Rules > Duplicate Values under Home tab.
3. In the Duplicate Values dialog box, select Custom Format in the values with dropdown list, and then click the OK button.
4. In the Format Cells dialog box, go to the Font tab, and in the Color dropdown list, choose a font colour which matches the background colour of the selected range cell. And click the OK button.
5. When it returns to the Duplicate Values dialog box, click the OK button. Now all duplicate records in selected columns are hidden immediately