**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 the Excel ribbon, you can find the Insert and Delete commands in the "Cells" menu and the "Cells" grouping of commands. Here's how to locate them:

* Open Excel and navigate to the worksheet where you want to insert or delete cells, rows, or columns.
* Look for the "Home" tab in the Excel ribbon at the top of the screen. Click on it to access the Home tab.
* Within the Home tab, locate the "Cells" menu. The Cells menu is typically located in the "Cells" grouping, which is usually found towards the right side of the Home tab.
* Click on the Cells menu to expand it. You will see various commands related to manipulating cells, rows, and columns.
* Within the Cells menu, you will find the "Insert" and "Delete" commands. The "Insert" command allows you to insert cells, rows, or columns into the worksheet, while the "Delete" command enables you to remove cells, rows, or columns.

By selecting the appropriate command from the Cells menu, you can perform actions such as inserting new cells, rows, or columns to accommodate data or deleting unwanted cells, rows, or columns to adjust the layout of your worksheet.

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

**column?**

If you set a row height or column width to 0 (zero) in Excel, the row or column will become hidden. Here's what happens when you set the height or width to zero:

* Row Height: If you set the row height to 0, the entire row becomes hidden. The row will not be visible on the worksheet, and any data or formatting in that row will be hidden from view. However, the row still exists in the worksheet and retains its data and formatting.
* Column Width: If you set the column width to 0, the entire column becomes hidden. The column will not be visible on the worksheet, and any data or formatting in that column will be hidden from view. Similar to the row height, the column remains present in the worksheet and retains its data and formatting.

To unhide a hidden row or column:

* Select the adjacent rows or columns on either side of the hidden row or column.
* Right-click on the selection and choose "Unhide" from the context menu.
* Excel will restore the hidden row or column, making it visible again.

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

In many cases, there is no need to change the height and width of a cell in Excel. By default, Excel automatically adjusts the cell height and width based on the content it contains. However, there are situations where modifying the height and width of cells can be beneficial. Here are a few reasons why you might want to change the height and width of a cell:

* Fit Content: If the content within a cell is too large to fit within the default cell size, you may need to increase the height or width to make the content fully visible. This is especially relevant for cells with lengthy text, formulas, or wrapped text.
* Aesthetics and Formatting: Adjusting the height and width of cells can help improve the appearance and formatting of your worksheet. For example, you might want to make certain rows or columns larger or smaller to create a consistent and visually appealing layout.
* Alignment: Changing the height and width of cells can be useful for aligning content. For instance, if you have cells with different line heights or wish to vertically center the text within a cell, adjusting the height can help achieve the desired alignment.
* Printing: When preparing a worksheet for printing, you may need to modify the height and width of cells to ensure the content fits well on the printed page. This can involve adjusting the size of rows and columns to avoid page breaks or improve the overall presentation when printed.
* Merge Cells: In some cases, merging cells may be necessary to create a combined cell that spans multiple columns or rows. This can be useful for creating headings, titles, or summary information.

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

The keyboard shortcut to unhide rows in Excel is "Ctrl + Shift + 9". To use this shortcut, follow these steps:

* Select the rows above and below the hidden rows. For example, if rows 5 to 7 are hidden, select rows 4 and 8.
* Press "Ctrl + Shift + 9" on your keyboard.

Excel will unhide the selected rows, making them visible again. This shortcut is a quick way to reveal hidden rows without having to go through the ribbon or context menu options.

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

To hide rows containing blank cells in Excel, you can use the following steps:

* Select the column or columns that contain the data you want to evaluate for blank cells. For example, if you want to hide rows with blank cells in column A, click on the column header "A" to select the entire column.
* Go to the "Home" tab in the Excel ribbon.
* In the "Editing" group, click on the "Find & Select" button.
* From the drop-down menu, choose "Go To Special."
* In the "Go To Special" dialog box, select the "Blanks" option and click "OK." This will select all the blank cells within the selected column(s).
* Right-click on one of the selected blank cells and choose "Hide" from the context menu. This will hide the entire rows that contain the selected blank cells.

Excel will hide the rows that have blank cells within the selected column(s), effectively removing them from view. The hidden rows will not be displayed on the worksheet but are still present in the background.

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

**excel?**

To hide duplicate values using conditional formatting in Excel, follow these steps:

* Select the range of cells where you want to apply the conditional formatting. For example, if you want to hide duplicates in column A, select the cells in column A that contain the data.
* Go to the "Home" tab in the Excel ribbon.
* In the "Styles" group, click on the "Conditional Formatting" button.
* From the drop-down menu, choose "Highlight Cells Rules," and then select "Duplicate Values."
* In the "Duplicate Values" dialog box, choose the formatting style you prefer for the duplicates. You can select a preset formatting style or customize it by selecting "Custom Format."
* Under the "Duplicate Values" section, leave "Duplicate" selected. This option will highlight or format the duplicate values.
* In the "Applies to" field, verify that the range you initially selected is correctly displayed. If not, you can manually adjust the range.
* Click "OK" to apply the conditional formatting.

Excel will apply the selected formatting style to all duplicate values within the range you specified. The duplicates will be visually highlighted according to the chosen formatting.