Advance Excel Assignment 4

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

To add or remove a cell, you can go to the Home menu, look in the Cells grouping of commands and click on Insert to add or Delete to remove. You can also use the right-click method.

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

If we set a row height or column width to 0 , the row and column will be hidden.

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?

   Ctrl + Shift + 9

5. How to hide rows containing blank cells?

1. Select the range that contains empty cells you want to hide.
2. On the Home tab, in the Editing group, click Find & Select > Go To Special.
3. In the Go To Special dialog box, select the Blanks radio button, and click OK. ...
4. Press Ctrl + 9 to hide the corresponding rows.

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

1. Select the range you want to hide duplicates. ...
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 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.

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

Now all duplicate records in selected columns are hidden immediately.