

## **EXCEL ASSIGNMENT 4 SOLUTION**

Q1)To use the ribbon command ,what menu and grouping of commands will you find the insert and delete command?

Ans)Home tab:basic clipboard commands,formatting commands,style commands,commands to insert and delete rows or columns.

Q2)if you set a row height or column width to 0,what happens to the row and column?

Ans)Excel will hide the row or column

Q3)Is there a need to change the height and width in a cell?why?

Ans)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 .it is necessary to change the rows and columns height and width to have a good presentation in excel.

Q4)what is the keyboard shortcut to unhide rows?

Ans)Ctrl+Shift+(

Q5)how to hide rows containing blank cells?

Ans)1)select the range that contains empty cells you want to hide.

2)on home tab,in editing group,click find & select >go to special

3)in the go to special dialogue box,select the blank radio button,and click ok

Press Ctrl+9 to hide corresponding rows.

Q6)what are the steps to hide the duplicate values using conditional formatting in excel?

Ans)1)select the range you want to hide duplicates.

2)click conditional formatting>highlight cell rules>duplicate values under home tab

3)in duplicate values dialogue box,select custom format in values with drop down list and then click ok button.

4)in format cells dialogue box,go to font tab and in color drop down list,choose a font color which matches the background of cell,and finally click ok button

5)when it return the duplicate values dialogue box ,click ok.

6)all duplicate records in selected columns are hidden immediately.