**Advance Excel Assignment 4**

**Que1**. To use the ribbon commands, what menu and grouping of commands will you find the Insert and Delete command?

**Ans:** In Excel, you can find the Insert and Delete commands under the "Home" tab in the "Cells" group.

**Que2.** If you set a row height or column width to 0 (zero), what happens to the row and column?

**Ans:** Setting a row height or column width to 0 makes the row or column invisible and effectively hidden.

**Que3**. Is there a need to change the height and width in a cell? Why?

**Ans:** Yes, changing the height and width of cells can improve readability and presentation by ensuring that all content fits properly and is visible.

**Que4.** What is the keyboard shortcut to unhide rows?

**Ans:** The keyboard shortcut to unhide rows is `Ctrl` + `Shift` + `9`.

**Que5**. How to hide rows containing blank cells?

**Ans:** To hide rows containing blank cells:

* Select the range of rows.
* Go to the "Home" tab, click on "Find & Select" in the "Editing" group, and choose "Go To Special."
* Select "Blanks" and click "OK."
* Right-click on one of the selected blank cells and choose "Hide."

**Que6.** What are the steps to hide the duplicate values using conditional formatting in excel?

**Ans:** To hide duplicate values using conditional formatting:

* Select the range of cells.
* Go to the "Home" tab and click on "Conditional Formatting."
* Choose "Highlight Cells Rules" and select "Duplicate Values."
* Select a format (e.g., a color) to highlight duplicates and click "OK."
* Manually hide rows with highlighted duplicates as needed.