**Advance Excel Assignment 4**

1. To use the ribbon commands, what menu and grouping of commands will you

find the Insert and Delete command?

**For inserting- alt+h+i**

**For deletion - alt+h+d**

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

column?

**It sets to the default width or height**.

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?

**If you want to unhide the rows, you can use the same keyboard shortcuts, but with the Shift key included. For example, to unhide rows that have been hidden with the first shortcut (Ctrl+9), you would press Ctrl+Shift+9.**

5. How to hide rows containing blank cells?

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?

**Hide Duplicate Values**

1. **Select range A2:A5.**
2. **On the Ribbon's Home tab, click the Conditional Formatting button, then click New Rule.**
3. **Click Use a Formula to Determine Which Cells to Format.**
4. **For the formula, enter. =A2=A1.**
5. **Click the Format button.**
6. **Select a font colour to match the cell colour.**
7. **Click OK, click OK.**