**Advance Excel Assignment 4**

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

Answer:

There are 7 **Tabs** in Excel’s default setup.

1. **Home** contains commands related to creating, formatting, and editing a spreadsheet.
2. **Insert** contains commands related to adding items to a spreadsheet such as graphics, tables, pivot tables, charts, headers and footers, hyperlinks etc…
3. **Page Layout** contains commands related to printing a spreadsheet.
4. **Fomulas** contains commands related to adding and error checking formulas in a spreadsheet.
5. **Data** contains commands related to importing and querying data in a spreadsheet.
6. **Review** contains commands related to proof reading, commenting, protecting or tracking changes in the spreadsheet.
7. **View** contains commands related to the display area of a spreadsheet.

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

Answer: f 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?

Answer: If the data being entered into a cell is wider or narrower than the default column width, you can adjust the column height and width so it is wide enough to contain the data.

4. What is the keyboard shortcut to unhide rows?

Answer: To unhide all rows and columns, select the whole sheet as explained above, and then press Ctrl + Shift + 9 to show hidden rows and Ctrl + Shift + 0 to show hidden columns

5. How to hide rows containing blank cells?

Answer:

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?

Answer:

1. Select the range you want to hide duplicates. Here I select range A1:F11.

2. Then click Conditional Formatting > Highlight Cells Rules > Duplicate Values under Home tab. See screenshot:

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.

