Advance Excel Assignment 4

1. To use the ribbon commands, what menu and grouping of commands will you find the Insert and Delete command?
   Ans: We can use Cells grouping in Home tab to use ribbon commands for insert and delete

2. If you set a row height or column width to 0 (zero), what happens to the row and column?
   Ans: That row or column will be hidden.

3. Is there a need to change the height and width in a cell? Why?
   Ans: Sometime height of a row or width of column need to be changed to fit the all data in that particular row or column. If a column is too narrow to display the data, you will see ### in the cell.

4. What is the keyboard shortcut to unhide rows?
   Ans: Keyboard Shortcut to unhide rows is Ctrl+Shift+9.

5. How to hide rows containing blank cells?
   Ans: Steps to hide row containing blank cell
      a. Select the range that contains empty cells you want to hide
      b. On the Home tab, in the Editing group, click Find & Select > Go To Special
      c. In the Go To Special dialog box, select the Blanks radio button, and click OK
      d. Press Ctrl + 9 to hide the corresponding rows

6. What are the steps to hide the duplicate values using conditional formatting in excel?
   Ans: Steps to hide the duplicate values using conditional formatting
      a. Select column for which you want to find duplicate values
      b. Home> Conditional Formatting> Highlight Cells Rules> Duplicate Values
      c. In Duplicate Value dialog box, select Duplicate and select Custom format
      d. In Custom format select background colour under Fill tab and then click on Ok
      e. Apply filter on header rows and click on dropdown on required column filter
      f. Select Filter by colour and click on No Fill. This will hide duplicate values