**Advance Excel Assignment 4**

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

In Ribbon first goto Home, in home tab there is a option of Insert and Delete Commands

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

The row and column get vanished

1. **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.

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

To unhide rows that have been hidden with the first shortcut (Ctrl+9), you would press Ctrl+Shift+9.

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

* Select the range that contains empty cells you want to hide.
* On the Home tab, in the Editing group, click Find & Select > Go To Special.
* In the Go To Special dialog box, select the Blanks radio button, and click OK.
* Press Ctrl + 9 to hide the corresponding rows.

1. **What are the steps to hide the duplicate values using conditional formatting in**

**excel?**

Hide Duplicate Values

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