**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- Under Home menu we will find the Insert and Delete command.

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

Ans- If you set the column width to 0 (zero), Excel hides the column. Again, just like columns, if you set the row height to 0 (zero), Excel will hide the row.

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

Ans- Excel by default provides 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. It is necessary to change the rows and columns height and width to have a good presentation in excel.

4. What is the keyboard shortcut to unhide rows?

Ans- Ctrl + Shift + 9

5. How to hide rows containing blank cells?

Ans-

1. Select the data range which contains the blank cells you want to hide.

2. Then clickHome > Find & Select > Go To Special

3. And in the Go To Special dialog, select Blanks option, and then click OK button.

4. All of the blank cells in the selection have been selected.

5. Then you can press Ctrl + 9 keys together to hide the rows which have blank cells.

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

Ans- Select the cell range where you want to apply Conditional Formatting.

Now, open the Hometab >> from Conditional Formatting>> go to Highlight Cells Rule>>

select Duplicate Values

A dialog boxwill pop up. From there select Format cells that contain:and values with.

Select Duplicatesin Format cells that containand Custom Formatin values with. Another dialog box will pop up to choose the format. From there you can select any color, but to hide duplicates you will need to choose the color of your cell (same background color). Select any color and then click ok. Now, click OK on the first dialog box of Duplicate Values. Therefore, all the duplicates values are hidden including the first occurrence