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 - Home: This is the most popular bar and displayed by default when excel is opened. This tab contains the basic Clipboard commands, formatting commands, style commands, commands to insert and delete rows or columns, and many more.

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

column?

Ans – Excel will hide the row and column.

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

Ans - 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. We just need to make sure that the row height adjusts to make sure that the text is visible. This is where you can use the autofit feature.

4. What is the keyboard shortcut to unhide rows?

Ans - We can use the keyboard shortcuts Ctrl + A or Command + A to select the entire document. Then you can press Ctrl + Shift + 9 to unhide all rows on your spreadsheet.

5. How to hide rows containing blank cells?

Ans – Followings are the steps to hide rows containing blank cells -

1. Select the data range which contains the blank cells you want to hide.
2. Then click Home > Find & Select > Go To Special, see screenshot:
3. And in the Go To Special dialog, select Blanks option, and then click OK button.

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

excel?

Ans – Following are the steps to hide the duplicate values using conditional formatting in

Excel –

1. Select range od data
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. Then, from the first drop-down, choose Formula Is
5. For the formula, enter
6. =A2=A1
7. Click the Format button.
8. Select a font colour to match the cell colour.
9. Click OK