Excel Assignment #4

Ans.1 – The commands are grouped under different tabs under ribbon based on its functions. Different commands can be accessed by clicking on given tabs.

Following are the tabs in the excel ribbon.

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, plus an assortment of worksheet editing commands.

Insert: This tab provides options to insert something in a worksheet- a table, a diagram, a chart, a symbol, Pivot table and so on.

Ans.2 –

Columns: The value or number of the column width is the number of characters that can be displayed in a cell. Excel will default the width to 8 characters (it's actually 8.11). You can set the column width from 0 to 255*. If you set the width to 0 (zero), Excel hides the column.*

Rows: The default height is 12.8. The number is a measurement in points - 1 point is about 1/72 of an inch tall. This makes the default height about 1/6 of an inch. Again, just like columns, *if you set the row height to 0 (zero), Excel will hide the row.*

Ans.3 – 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.

*It is necessary to change the rows and column’s height and width to have a good presentation in excel*. Few other cells width and height needs to be reduced so that it represents a smaller amount of data such as Gender which accepts ‘F’ or ‘M’.

Ans.4 – you can press **Ctrl + Shift + 9** to unhide all rows on your spreadsheet

Ans.5 – You can hide rows containing blank cells by following one of the steps given below :-

* To select **one row**, click on its heading.
* To select multiple **contiguous rows**, drag across the row headings using the mouse. Or select the first row and hold down the Shift key while selecting the last row.
* To select **non-contiguous rows**, click the heading of the first row and hold down the Ctrl key while clicking the headings of other rows that you want to select.

Ans.6 – You can hide or remove duplicate values as :-

1. Select all the rows, including the column headers, in the list you want to filter.
2. On the Data menu, point to Filter, and then click Advanced Filter.
3. In the Advanced Filter dialog box, click Filter the list, in place.
4. Select the Unique records only check box, and then click OK. The filtered list is displayed and the duplicate rows are hidden.
5. On the Edit menu, click Office Clipboard. The Clipboard task pane is displayed.
6. Make sure the filtered list is still selected, and then click Copy. The filtered list is highlighted with bounding outlines and the selection appears as an item at the top of the Clipboard.
7. On the Data menu, point to Filter, and then click Show All. The original list is re-displayed.
8. Press the Delete key. The original list is deleted.
9. In the Clipboard, click on the filtered list item. The filtered list appears in the same location as the original list.