Advance Excel Assignment 4

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

We can find the Insert and Delete command under the home tab option available in excel . Shortcut key for insert = Alt+ H + I and for delete = Alt+ H + D

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

If we set a row height or column width to 0 , then excel will hide that row or column .

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

Yes, it is necessary to change the width of the cell in excel to fit the data into that cell.

1. What is the keyboard shortcut to unhide rows?

Ctrl + Shift + +

1. How to hide rows containing blank cells?

* Select the data range which contains the blank cells we want to hide
* Then click Home > find & select > go to special
* In the go to special dialogue select blank option, and then click ok button.
* Press Ctrl + 9 keys together to hide the rows which have blank cells.

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

To remove duplicate values –

Click Data > Data Tools > Remove Duplicates

By conditional formatting command in the style group on the home tab we highlight unique or duplicate values.

