**Advance Excel Assignment 4**

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

:- Go to the options select customise ribbon and you can see insert command in main tab and delete command in popular command tab.

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

:-they will get hide

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

:- Yes,if the content in the cell is longer to read it comfortably we need to change the width and height.

1. What is the keyboard shortcut to unhide rows?

:-ctrl+shift+9

1. How to hide rows containing blank cells?

:-right click and chose the option hide

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

:- Select range

1. On the Ribbon's Home tab, click the Conditional Formatting button, then click New Rule.
2. use formula, enter. =A2=A1.
3. Click the Format button.
4. Select a font colour to match the cell colour.

