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: - right click on save and you can customize the ribbon bar.

1. 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 or column.

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

Ans: - Some data in cell are small or large in size for easy readability we need to change the height and width of the cell.

1. What is the keyboard shortcut to unhide rows?

Ans: - ctrl+shift

1. How to hide rows containing blank cells?

Ans: -

* Click on home🡪 find & select🡪 go to special🡪 select blank option🡪 OK.

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

Ans: -

* Click on conditional Formatting 🡪 Highlight cell Rules 🡪 Duplicate values.
* Pop-up will come and select the color matching the cell by selecting the dropdown and click ok.