**Advance Excel Assignment 4**

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

In Excel, the Insert and Delete commands can be found in the Cells group within the Home tab of the ribbon. Here's where you can locate them:

**Insert Command:**

* Click on the Home tab in the Excel ribbon.
* Look for the Cells group. This group usually contains commands related to manipulating cells and rows/columns.
* Within the Cells group, you'll find the Insert command. It is typically represented by an icon that looks like a sheet of paper with a green plus (+) sign.

**Delete Command:**

* Similarly, click on the Home tab in the Excel ribbon.
* Locate the Cells group within the tab.
* The Delete command can be found within the Cells group. It is usually represented by an icon that looks like a sheet of paper with a red minus (-) sign.

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

Setting a row height or column width to 0 (zero) in Excel will hide the row or column from view. If you set the row height of a specific row to 0, the entire row will become invisible. The row won't be deleted, but it will be hidden. Similarly, if you set the column width of a specific column to 0, the entire column will become invisible. The column won't be deleted, but it will be hidden.

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

Yes, there can be situations where you might need to change the height and width of cells in Excel. Adjusting the cell height and width can enhance the readability and appearance of your spreadsheet, as well as accommodate the content you're working with.

**4. What is the keyboard shortcut to unhide rows?**

In Excel, the keyboard shortcut to unhide rows is: Ctrl + Shift + 9

**5. How to hide rows containing blank cells?**

To hide rows containing blank cells in Excel, you can use the AutoFilter feature to filter out rows with blank cells and then hide the visible rows. The steps to do this are as follows:

* Click on any cell within the column that you want to check for blank cells. Then, go to the Data tab in the Excel ribbon and click on the Filter button. This will apply the AutoFilter to the selected column.
* Click on the filter dropdown arrow in the column header. In the filter dropdown menu, unselect all options except the checkbox for Blanks. This will filter the data to show only the rows with blank cells in the selected column.
* Now, you'll see only the rows with blank cells in the selected column. Select all these visible rows by clicking on the row numbers on the left side of the worksheet. Hold down the Ctrl key to select multiple rows if necessary.
* Right-click on any of the selected row numbers and choose Hide. This will hide all the selected rows that contain blank cells.
* After hiding the rows, you can remove the AutoFilter by clicking on the Filter button again in the Data tab.

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

Hiding duplicate values using conditional formatting in Excel involves setting up a custom formula-based formatting rule that hides the cells containing duplicate values. The steps are as follows:

* Select the range of cells where you want to hide duplicate values.
* Go to the Home tab in the Excel ribbon. Click on Conditional Formatting in the Styles group, and then choose New Rule.
* In the New Formatting Rule dialog box, select Use a formula to determine which cells to format.
* In the Format values where this formula is true field, enter the formula.
* Click on the Format button to open the Format Cells dialog box. Go to the Font tab and check the Hidden option under Effects. This will make the text in the duplicate cells hidden.
* Click OK in the Format Cells dialog box to apply the formatting. You will be taken back to the New Formatting Rule dialog box.
* In the New Formatting Rule dialog box, you can preview how the formatting will look in the Preview section. If you're satisfied, click OK.