**Assignment 3**

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

Ans: This 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.

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

Ans: The row or column will be hidden.

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

Ans: Yes, because sometimes data in a cell is not properly fitted so to make all data in a cell visible we have to change height and width in a cell.

1. What is the keyboard shortcut to unhide rows

Ans: Select surrounded rows of hidden row and press Ctrl+Shift+9.

1. How to hide rows containing blank cells?

Ans: Select the row and press Ctrl+9.

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

Ans: Select the range you want to hide duplicates.

Then click Conditional Formatting > Highlight Cells Rules > Duplicate Values under Home tab.

In the Duplicate Values dialog box, select Custom Format in the values with drop-down list.

Click the OK button.