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: In most commonly used Home Tab one would find Insert and Delete command for cells under Cells Group.

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

Ans: If you set a row height or column width to zero the row or column would get hide.

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

Ans: Yes, there can be a need to change the height and width of the cell to fit data. Whenever we enter a lengthy data, few characters will get displayed and other will be present inside the cell but will be hidden to the user.

1. What is the keyboard shortcut to unhide rows?

Ans: Ctrl+Shift+9 is the shortcut to unhide rows.

1. How to hide rows containing blank cells?

Ans:

1. Select the range that contains empty cells you want to hide.
2. On the Home tab, in the Editing group, click Find & Select > Go To Special.
3. In the Go To Special dialog box, select the Blanks radio button, and click OK. ...
4. Press Ctrl + 9 to hide the corresponding rows.
5. What are the steps to hide the duplicate values using conditional formatting in excel?

Ans:

1. To filter for unique values, click Data > Sort & Filter > Advanced.
2. To remove duplicate values, click Data > Data Tools > Remove Duplicates.
3. To highlight unique or duplicate values, use the Conditional Formatting command in the Style group on the Home tab.