**Advance Excel Assignment 4**

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

Insert>Data Insert>Cells Home>Cells.

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

It sets the default width or height.

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

Yes, It is necessary to change width and height in excel to fit the data because sometimes few characters will be displayed and others are hidden inside the cell.

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

Select Unhide from the right-click menu.

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

* Select the range that contains empty cells you want to hide.
* On the Home tab, in the Editing group, click Find & Select > Go To Special.
* In the Go To Special dialog box, select the Blanks radio button, and click OK.
* Press Ctrl + 9 to hide the corresponding rows.

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

* 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, and then click the OK button.