**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 the Excel ribbon, you will find the Insert and Delete commands under the "Home" tab, within the "Cells" group.

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

column?

The row or column will be hidden. It will not be visible, but the data within it will still be present.

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

To accommodate the content within it. If the content exceeds the default height or width of the cell, adjusting the height or width ensures that all the content is visible.

4. What is the keyboard shortcut to unhide rows?

Ctrl + Shift + 9

5. How to hide rows containing blank cells?

-Select the rows containing the data you want to filter.

-Go to the "Data" tab in the ribbon.

-Click on the "Filter" button to apply a filter to the selected range.

-Click on the dropdown arrow in the column header of the column containing the data.

-Deselect the checkbox for the blank cells.

-Click "OK" to apply the filter and hide the rows containing blank cells.

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

-Select the range of cells containing the data.

-Go to the "Home" tab in the ribbon.

-Click on "Conditional Formatting" in the "Styles" group.

-Choose "Highlight Cells Rules" and then "Duplicate Values" from the dropdown menu.

-In the "Duplicate Values" dialog box, choose the formatting style for the duplicate values.

-Click "OK" to apply the conditional formatting. Excel will highlight the duplicate values according to the chosen formatting style.