Advance Excel Assignment 4

1. To use the ribbon commands, what menu and grouping of commands will you find the Insert and Delete command?
2. If you set a row height or column width to 0 (zero), what happens to the row and column?
3. Is there a need to change the height and width in a cell? Why?
4. What is the keyboard shortcut to unhide rows?
5. How to hide rows containing blank cells?
6. What are the steps to hide the duplicate values using conditional formatting in excel?

Answers

1. In the Insert command, I find: **Tables, Add-ins, Charts, Tours, Sparklines, Filters, Links, Text and Symbols**. For Delete command, I find: **Delete Cells, Delete Sheet Rows, Delete Sheets Columns, Delete Sheet.**
2. The row and column will be hidden.
3. Yes, sometimes it will be needed. Because the value in the cell sometimes too long and need to change the height and width so we can see the data clearly.
4. Ctrl + Shift + (
5. Open Find & Select, and click Go To Special. Then tick Blanks. Next just press Ctrl + 9.
6. **Conditional Formatting** > **Highlight Cells Rules** > **Duplicate Values >** select **Custom Format i**n the values with drop-down list**,** and then click the **OK** button > In the **Format Cells** dialog box, go to the **Font** tab, and in the **Color** drop-down list, choose a font color which matches the background color of your selected range cell. And finally click the **OK** button.