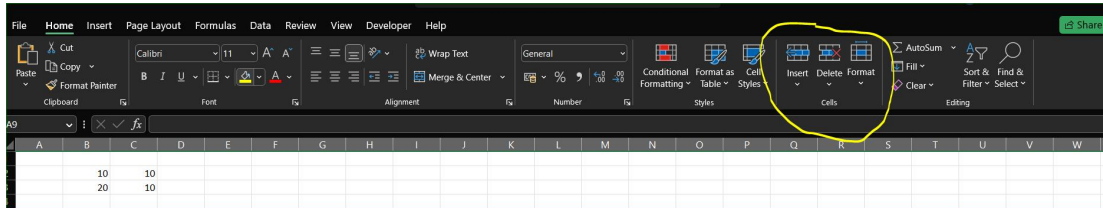


Advance Excel Assignment 4

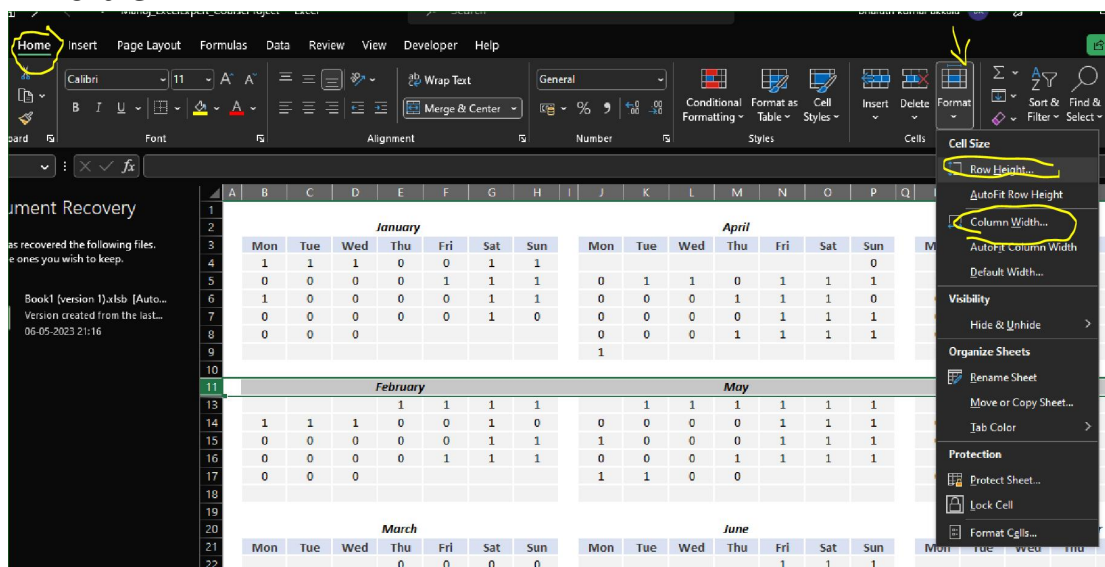
1. To use the ribbon commands, what menu and grouping of commands will you find the Insert and Delete command?

Ans: In the home tab, we could find the Insert, Delete options which are grouped by a name "Cells"



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

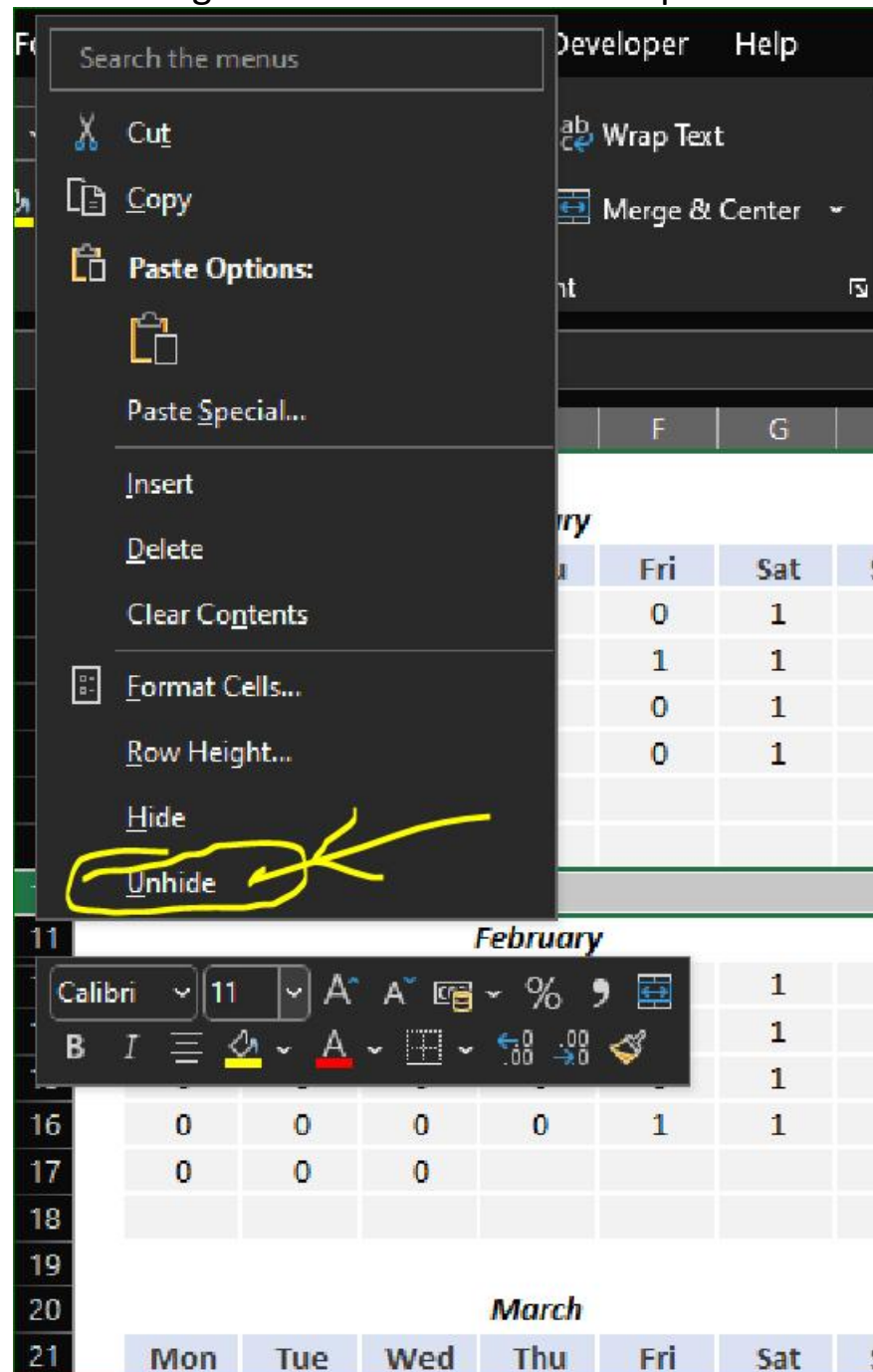
Ans: Setting the row height or column width to 0 (zero) will hide the row or column from view in most spreadsheet software applications, such as Microsoft Excel or Google Sheets. The row or column will still exist in the spreadsheet, but it will be collapsed to a width or height of 0, effectively making it invisible.



In some spreadsheet applications, such as Google Sheets, a hidden row or column can be revealed by selecting the adjacent rows or columns and choosing the "Unhide rows" or

"Unhide columns" option from the context menu. In Microsoft Excel, hidden rows or columns can be revealed in a similar manner, by selecting the adjacent rows or columns and choosing "Unhide" from the "Format" menu.

By placing the mouse pointer at the hidden row/column we have to right click the mouse, popu window as shown in the below image will have the "unhide" option in it .



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

Ans: Yes, there are several reasons why you may need to change the height and width of a cell in a spreadsheet:

Fit content: Changing the row height or column width to fit the content in the cell can help make the data more readable and organized. For example, if a cell contains a lot of text, increasing the row height can prevent the text from overlapping into adjacent cells and improve readability.

Aesthetics: Changing the height and width of cells can also be used for aesthetic reasons. Adjusting cell sizes can help to create a visually appealing layout and make the spreadsheet easier to read.

Printing: Adjusting cell sizes can be important when printing a spreadsheet. For example, you may want to adjust the row height or column width to ensure that all the data is printed on a single page.

Merge cells: In some cases, you may want to merge cells together to create a single larger cell. This can be useful for formatting purposes, such as creating a header for a table or a title for a report.

Overall, changing the height and width of cells can be an important part of formatting a spreadsheet to make it more readable, organized, and visually appealing.

4. What is the keyboard shortcut to unhide rows?

Ans: Ctrl + Shift + 9 to show hidden rows and
Ctrl + Shift + 0 to show hidden columns

5. How to hide rows containing blank cells?

Ans:

when you have a small working area on the sheet and a whole lot of unnecessary blank rows and columns, you can hide unused rows in this way:

- Select the row beneath the last row with data .
- Press Ctrl + Shift + Down arrow to extend the selection to the bottom of the sheet.
- Press Ctrl + 9 to hide the selected rows.

In a similar fashion, you hide unused columns:

- Select an empty column that comes after the last column of data.
- Press Ctrl + Shift + Right arrow to select all other unused columns to the end of the sheet.
- Press Ctrl + 0 to hide the selected columns.

If you decide to unhide all cells later, select the entire sheet, then press Ctrl + Shift + 9 to unhide all rows and Ctrl + Shift + 0 to unhide all columns.

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

Ans: Here are the steps to hide duplicate values using conditional formatting in Excel:

Select the range of cells that you want to apply the conditional formatting to.

1. Go to the "Home" tab in the Excel ribbon and click on "Conditional Formatting".
2. From the dropdown menu, select "Highlight Cells Rules" and then "Duplicate Values".
3. In the "Duplicate Values" dialog box, choose the formatting style you want to apply to the duplicate values. For example, you can choose to highlight the duplicate values with a certain color.
4. Click on the "OK" button to close the dialog box.

This will apply the conditional formatting to the selected range of cells, and any duplicate values will be highlighted according to the formatting style you chose. However, the duplicate values will still be visible in the cells.

To hide the duplicate values, you can apply a filter to the column with the duplicates and then filter out the duplicate values. Here are the steps:

1. Click on the column header to select the entire column.
2. Go to the "Data" tab in the Excel ribbon and click on "Filter".
3. Click on the dropdown arrow in the column header and uncheck the box next to "Select All".
4. Check the box next to "Unique Values" to filter out the duplicate values.

5. Click on the "OK" button to apply the filter.

This will hide the duplicate values in the column and only show the unique values.