**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: For Insert command through ribbon, go to home then insert (shortcut Hold Alt then H+I).

For the Delete command through ribbon, Go to Home then Delete (shortcut Hold Alt then H+).

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

Ans: It hides the row or column.

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

Ans: Yes as we know that excel provide the default height and width but whenever we enter lengthy or short data then we can adjust the size to fit the data.

1. What is the keyboard shortcut to unhide rows?

Ans: First select entire sheet then ctrl + shift + 9

1. How to hide rows containing blank cells?

Ans: press ctrl+ g for Go to option then select blanks after that press ctrl+9.

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

Ans: First click on Home > Conditional Formatting > Highlight Cells Rules > Duplicate Values

By this we get the duplicate values in particular color then by applying filter by color then hide that rows using ctrl+9.

