**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: Home menu**

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

**ANS: If we set the row or column at zero(0) width row or column goes to hide after that.**

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

**ANS: Yes, When we enter some data in cells the data length is more than the cell's size after that we change according to data size height, and width that's why we need to adjust height and width.**

4. What is the keyboard shortcut to unhide rows?

**ANS: Ctrl + Shift + 9**

5. How to hide rows containing blank cells?

**ANS: Select the range that contains empty cells you want to hide.**

1. **On the Home tab, in the Editing group, click Find & Select > Go To Special.**
2. **In the Go To Special dialog box, select the Blanks radio button, and click OK.**

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

ANS: **On the Data menu, point to Filter, and then click Advanced Filter.** **In the Advanced Filter dialog box, click Filter the list, in place.** **Select the Unique records only check box, and then click OK**