# **Advance Excel Assignment 4**

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

# Ans: **Open Excel**: Launch Microsoft Excel and open the workbook you want to work with.

# **Navigate to the "Home" Tab**: Click on the "Home" tab in the Ribbon. This tab is typically the first tab on the Ribbon, located at the top of the Excel window.

# **Locate the "Cells" Group**: Within the "Home" tab, look for the "Cells" group. The "Cells" group contains various commands related to cell management and manipulation.

# **Find the "Insert" and "Delete" Commands**:

# The "Insert" command is represented by an icon that looks like a table with an arrow pointing downwards. It is used to insert cells, rows, or columns into your worksheet.

# The "Delete" command is represented by an icon that looks like a table with an X. It is used to delete cells, rows, or columns from your worksheet.

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

# Ans: **For Rows (Height Set to 0)**:

# The row itself becomes invisible. You won't see any content or row header.

# Any data or formatting in the row is still present and can be accessed if you adjust the row height back to a non-zero value.

# **For Columns (Width Set to 0)**:

# The column becomes invisible, and you won't see any content or column header.

# Similar to rows, any data or formatting in the column remains intact and can be accessed by adjusting the column width back to a non-zero value.

# **Is there a need to change the height and width of a cell? Why?**

# Ans: In Excel, there are situations where you may need to change the height and width of cells to format and present your data effectively. Here are some common reasons for adjusting the height and width of cells.

# **What is the keyboard shortcut to unhide rows?**

# Ans: To select a range of rows, press and hold the "Shift" key and use the arrow keys (Up or Down) to select multiple rows.

# To select individual rows, press and hold the "Ctrl" key (or "Cmd" key on Mac) while clicking on the row numbers to select them non-sequentially.

# **How to hide rows containing blank cells?**

# Ans: **Select Your Data Range**: Click on any cell within the data range from which you want to hide rows with blank cells. Ensure that your data has column headers in the first row, as this method relies on headers.

# **Apply the AutoFilter**: Go to the "Data" tab in the Excel ribbon.

# **Click on "Filter" or "Sort"**: Depending on your version of Excel, you may see either "Filter" or "Sort" in the "Sort & Filter" group.

# **Filter for Blanks**: After clicking on "Filter" or "Sort," you'll see dropdown arrows appear in the header cells of your data range. Click the dropdown arrow for the column where you want to hide rows with blank cells.

# **Select "Blanks"**: In the dropdown menu, uncheck the "Select All" option (if it's checked) to deselect all options. Then, check the "Blanks" option. This will filter your data to display only the rows that contain blank cells in the selected column.

# **Hide the Filtered Rows**: Now, the rows with blank cells in the selected column will be displayed, while others will be hidden. Select the visible rows that you want to hide. You can do this by clicking and dragging your mouse over the row numbers on the left-hand side of the worksheet.

# **Right-click and Choose "Hide"**: Right-click on the selected rows, and then choose "Hide" from the context menu.

# **Remove the AutoFilter**: After hiding the rows with blank cells, you can remove the filter by going back to the "Data" tab and clicking on "Filter" or "Sort" again. This will show all the previously hidden rows.

# **What are the steps to hide the duplicate values using conditional formatting in excel?**

# Ans: Go to the "Home" tab on the Excel ribbon.

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

# Choose "New Rule."