

Advance Excel Assignment 4

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

Home: This is the most popular bar and displayed by default when excel is opened. This tab contains commands to insert and delete rows or columns, plus an assortment of worksheet editing commands

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

It sets to the default width or height. Default Column 8.43 & default row 15

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

It is necessary to change width and height in excel to fit the data. Excel by default provide equal width and height with respect to columns and rows. Whenever we enter a lengthy data, few characters will get displayed and other will be present inside the cell but will be hidden to the user.

4. What is the keyboard shortcut to unhide rows?

Ctrl+Shift+9

5. How to hide rows containing blank cells?

1. Select the range that contains empty cells you want to hide.
2. On the Home tab, in the Editing group, click Find & Select > Go To Special.
3. In the Go To Special dialog box, select the Blanks radio button, and click OK. ...
4. Press Ctrl + 9 to hide the corresponding rows.

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

1. Select the cells you want to check for duplicates.
2. Click Home > Conditional Formatting > Highlight Cells Rules > Duplicate Values.
3. In the box next to values with, pick the formatting you want to apply to the duplicate values, and then click OK.

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