

## ASSIGNMENT - 4 (ADVANCED EXCEL)

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

To use the ribbon commands for inserting and deleting rows, columns, or cells in Excel, you will find the Insert and Delete commands under the Home tab in the Cells group.

Steps to Find Insert and Delete Commands:

Open Excel:

Ensure your Excel worksheet is open.

Navigate to the Home Tab:

Click on the Home tab on the Ribbon. This tab is usually the default tab when you open Excel.

Locate the Cells Group:

In the Home tab, look for the Cells group. This group contains commands for inserting and deleting cells, rows, columns, and more.

Insert Command:

Within the Cells group, you will see the Insert dropdown button. Click on it to see options for inserting cells, rows, columns, or entire sheets.

Delete Command:

Next to the Insert button, you will find the Delete dropdown button. Click on it to see options for deleting cells, rows, columns, or entire sheets.

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

If you set a row height or column width to 0 (zero) in Excel, the row or column becomes hidden. Here's what happens in detail:

Row Height Set to 0

Effect: The row is hidden from view.

Data and Formulas: All data and formulas in the cells of the hidden row remain intact and functional, but they are not visible or directly accessible in the worksheet interface.

Column Width Set to 0

Effect: The column is hidden from view.

Data and Formulas: All data and formulas in the cells of the hidden column remain intact and functional, but they are not visible or directly accessible in the worksheet interface.

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

Changing the height and width of cells in Excel can be necessary for several reasons to improve the readability, appearance, and functionality of your worksheet. Here are the key reasons why you might need to adjust cell height and width:

#### Reasons to Change Cell Height and Width

##### Improving Readability:

**Fit Content:** Ensure that the text, numbers, or other content within the cells are fully visible. For example, if a column contains lengthy text, you may need to increase the column width to avoid truncation.

**Avoid Overlapping:** Prevent overlapping of text from adjacent cells which can make data hard to read.

##### Enhancing Appearance:

**Uniformity:** Create a cleaner and more professional-looking worksheet by making sure columns and rows are evenly spaced.

**Aesthetic Layout:** Adjust cell dimensions to match the overall design and layout preferences, such as making headers stand out or aligning data in a specific way.

##### Data Presentation:

**Proper Display:** Ensure charts, images, and other embedded objects fit well within the cells without being cut off or misaligned.

**Clarity:** Highlight important data by making specific rows or columns larger to draw attention to them.

##### Formulas and Functions:

**Avoid Errors:** Make sure that cells containing important formulas are large enough to display the complete formula or results, reducing the risk of errors being overlooked.

##### Special Formatting:

**Merged Cells:** If you merge cells, you may need to adjust the height or width to accommodate the new dimensions.

**Cell Styles:** Apply specific styles, such as wrapping text, which might require changing cell dimensions to properly display all content.

### 4. What is the keyboard shortcut to unhide rows?

The keyboard shortcut to unhide rows in Excel is:

Ctrl + Shift + 9

Here's how to use it:

Select the rows surrounding the hidden rows.  
Press Ctrl + Shift + 9 on your keyboard.  
The hidden rows will be unhidden.

#### 5. How to hide rows containing blank cells?

If you want to hide rows containing blank cells using Excel functions, you can achieve it with an array formula combined with the IF and COUNTBLANK functions. However, this method is more complex and may require more advanced Excel skills.

Here's a general formula you can use: =IF(COUNTBLANK(A1:C1)>0,1,0)

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

You can hide duplicate values in Excel using conditional formatting. Here are the steps to achieve this:

Select Your Data:

Highlight the range of cells containing the data from which you want to hide duplicates.  
Apply Conditional Formatting:

Go to the Home tab on the Ribbon.  
Click on the Conditional Formatting dropdown menu in the Styles group.  
Choose Highlight Cells Rules:

From the dropdown menu, select Duplicate Values. This will open the Conditional Formatting Rules Manager dialog box.  
Set Formatting Options:

In the Conditional Formatting Rules Manager dialog box, you'll see two dropdown menus:  
Format cells that contain: Choose whether you want to highlight duplicates by choosing a formatting style from the dropdown menu.  
With: Choose how you want Excel to identify duplicates: either by highlighting cells that contain duplicate values or by highlighting duplicate values themselves.  
Select your preferred formatting options.  
Apply Formatting:

Click OK to apply the conditional formatting.

