Advance Excel Assignment 4

1.   **To use the ribbon commands, what menu and grouping of commands will you**

find the Insert and Delete command?

From Office 2007 and later versions, Microsoft introduced the Ribbon interface. The usual menu and toolbar will be replaced by a collection of icons at the top of the screen in this interface. The Ribbon icons are organised into tabs based on their functions. The Ribbon tabs in Excel are easier to use than the menu and toolbar, according to users.

Excel tabs on the ribbon

Excel offers three different ways to show ribbons. On the title bar, there is a ribbon selection option.

The entire ribbon will be hidden by default, but we may access it by hitting the Alt key.

Show tabs: This displays only the tabs of the ribbon bar without the icons; nevertheless, we may access the function icons by using the Alt key while clicking on the tabs.

This option displays the whole ribbon bar with function icons.

Press Ctrl+F1 or double-click a tab at the top to make the Ribbon visible.

When Excel is first started, the Home tab appears in the ribbon

Excel tabs on the ribbon

The commands are organised into tabs under the ribbon based on their functions. By clicking on the tabs, you can access various commands.

The excel ribbon tabs are listed below.

Home: This is the most often used bar, and it appears by default when Excel is launched. The fundamental Clipboard instructions, formatting commands, style commands, orders to insert and delete rows or columns, and a variety of worksheet editing commands are all found on this tab.

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

When the width of a column is set to zero (0), the column is hidden. To see a column's current width, click on the right boundary of the column header, and Excel will show you the width: In Excel, columns do not automatically enlarge as you type data into them.

You can manually alter column width and row height, or have columns and rows automatically resize to match the data. The border is the line that separates the cells, columns, and rows. You'll see ### in a cell if a column is too narrow to display the data.

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

To accommodate the data, you'll need to adjust the width and height in Excel.

Excel provides identical width and height for columns and rows by default. When we enter a long string of data, only a few characters will be displayed and the rest will be concealed from the user. To make a good presentation in Excel, alter the height and width of the rows and columns. Few additional cells, such as Gender, which accepts 'F' or 'M,' need to have their width and height decreased to convey a smaller amount of data.

4. What is the keyboard shortcut to unhide rows?

Ctrl+Shift+(to Unhide Rows

5. How to hide rows containing blank cells?

There are several ways to conceal rows in Excel, as there are for practically all popular tasks: the ribbon button, right-click menu, and keyboard shortcut.

In either case, you start by picking the rows you want to hide:

Click on a row's heading to choose it.
Drag the mouse across the row headings to pick multiple contiguous rows.
Alternatively, select the first row and then choose the last row while holding down the Shift key.
To pick non-contiguous rows, click the first row's heading and then click the headings of the subsequent rows you wish to choose while holding down the Ctrl key.

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

1. Choose the range in which duplicates should be hidden. I've chosen the range A1:F11.
2. Under the Home tab, select Conditional Formatting > Highlight Cells Rules > Duplicate Values.
3. In the Duplicate Values dialogue box, click the OK button after selecting Custom Format from the values with drop-down list.
4. In the Format Cells dialogue box, go to the Font tab and select a font colour that matches the background colour of your selected range cell from the Color drop-down list. Finally, press the OK button.
5. Click the OK button when the Duplicate Values dialogue box appears.
Duplicate records in chosen columns are now immediately hidden.