**ADVANCED EXCEL ASSIGNMENT -4**

**2Ans:** If we set a row height to 0 then that particular row gets hidden.

Same thing happens when a column width is made 0. i.e the column whose width is made 0 gets hidden.

**3Ans:** **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. It is necessary to change the rows and column's height and width to have a good presentation in excel.

**4Ans:** Press **and hold down the Ctrl and the Shift keys on the keyboard**. Press and release the number 9 key without releasing the Ctrl and Shift keys. The hidden row(s) will become visible.

**5Ans:** The following is the procedure 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.

**6Ans:** The following are the steps to hide the duplicate values using conditional formatting in excel

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.