

Advance Excel Assignment 4

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

Ans: Both Insert and Delete command can be find in **Home Menu** and **Cells Grouping**.

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

Ans: First Point: It will become default Width and Height.

Second Point: it hides the one Row and Column.

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

Ans: It is to change to fit in the Data and to make easy to understand & for good presentation.

4. What is the keyboard shortcut to unhide rows?

Ans: CTRL+SHIFT+ 9

5. How to hide rows containing blank cells?

Ans: Select the blank cell Rows which you want to hide it, then right click on row numbers, there you can find **HIDE**

Click on it.

Or selected the rows which have blank cells, Go to **HOME -> (Cells) Format -> Hide or Unhide -> Hide Rows**.

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

Ans:

1. Select the Range
2. Home Tab -> Conditional Formatting -> Highlight cells Rules -> Duplicate Values
3. After clicking Duplicate Values, one new tab will pop-up, In first option Duplicate Values and In second option Go for Customs
4. Format cells will open -> under Fonts -> make color as **FONT COLOR**
5. Click okay.