**Advance Excel Assignment 4**

**1.Ans:** In Microsoft Excel, the Ribbon is divided into various tabs, and each tab contains groups of related commands. To find the "Insert" and "Delete" commands, you need to navigate to the "Home" tab on the Excel Ribbon. These commands are typically found in the "Cells" group.

Here are the steps to locate the "Insert" and "Delete" commands in Excel:

1. Open Microsoft Excel.
2. Look for the Ribbon at the top of the Excel window. You should see several tabs, including "Home," "Insert," "Page Layout," "Formulas," "Data," "Review," and "View."
3. Click on the "Home" tab. This is usually the default tab when you open Excel.
4. Within the "Home" tab, you will find various groups of commands. One of these groups is the "Cells" group, where you can usually find the "Insert" and "Delete" commands.
5. To insert rows or columns, you can use the "Insert" command in the "Cells" group. It allows you to insert rows, columns, or cells.
6. To delete rows, columns, or cells, you can use the "Delete" command in the same "Cells" group.

**2.Ans:** If you set a row height or column width to zero in Microsoft Excel, the row or column effectively becomes hidden. Here's what happens when you do this:

1. Hidden Row: When you set a row's height to zero, the entire row will become hidden. You won't be able to see it on the worksheet, and any data or formatting in that row will be hidden from view. However, the data and formatting are still present in the worksheet, and you can unhide the row at any time to make it visible again.
2. Hidden Column: Similarly, when you set a column's width to zero, the entire column becomes hidden. The data and formatting in that column are not deleted; they are simply not visible on the worksheet. You can unhide the column to make it visible again.

**3.Ans:** In Microsoft Excel, you can adjust the height of rows and the width of columns to format and display your data effectively. There are several reasons why you might need to change the height and width of cells in Excel:

1. Text Fit: Sometimes, the content in a cell may be too long to fit within the default row height or column width. In such cases, you need to adjust the row height or column width to make sure all the text is visible without truncation.
2. Formatting: Adjusting the height and width of cells allows you to format your spreadsheet to make it more visually appealing and organized. You can use this to improve the readability of your data.
3. Alignment: Changing the height and width of cells can help you align text and numbers in a way that makes the spreadsheet easier to understand. You can align content horizontally and vertically within a cell to suit your needs.
4. Merged Cells: If you've merged cells, changing the row height or column width can ensure that the merged content is displayed correctly without overlapping or distortion.
5. Row and Column Labels: In headers or labels rows and columns, you may want to increase the row height or column width to accommodate larger font sizes or more extensive labels.
6. Printing: Adjusting the height and width of cells can be essential when preparing your worksheet for printing. You might want to ensure that data fits neatly on printed pages or control how page breaks occur.
7. Visual Organization: You can use row height and column width adjustments to visually separate sections of your spreadsheet or emphasize certain data.
8. Customization: Excel provides flexibility in designing your worksheets, and you might have specific formatting requirements that necessitate changing cell dimensions.

**4.Ans:** In Microsoft Excel, you can unhide hidden rows using the following keyboard shortcut:

1. Select any cell in the row immediately above and the row immediately below the hidden rows that you want to unhide.
2. Press ‘Shift’ + ‘Spacebar’ to select the entire row above the hidden rows.
3. Press ‘Ctrl’ + ‘Shift’ + ‘+’ (plus key) together. This keyboard shortcut will unhide the selected rows.

**5.Ans:** You can hide duplicate values in Excel using Conditional Formatting to make them less visible. Here are the steps to do this:

1. Select the Range: First, select the range of cells in which you want to identify and hide duplicates. You can do this by clicking and dragging your mouse over the cells, or you can manually enter the cell range.
2. Open Conditional Formatting:
   * In Excel 2016 and later versions:
     + Go to the "Home" tab on the Ribbon.
     + Click on "Conditional Formatting" in the "Styles" group.
     + Choose "New Rule..."
   * In Excel 2010 and 2013:
     + Go to the "Home" tab on the Ribbon.
     + Click on "Conditional Formatting" in the "Styles" group.
     + Select "New Rule..."
3. Choose a Formula to Determine Duplicates:
   * In the "New Formatting Rule" dialog box that appears, select "Use a formula to determine which cells to format."
4. Enter the Formula:
   * In the "Format values where this formula is true" field, enter a formula to identify duplicates. For example, if you want to highlight duplicates in column A, you can use the formula: =COUNTIF($A$1:$A$100, A1) > 1
     + ‘COUNTIF’ counts how many times the value in the current cell appears within the selected range.
     + ‘$A$1:$A$100’ should be replaced with your actual cell range.
5. Set the Formatting:
   * Click the "Format..." button to define the formatting for the duplicate values. You can choose font colour, fill colour, or any other formatting options.
6. Click OK:
   * Once you've set the formatting, click "OK" to return to the "New Formatting Rule" dialog box.
7. Apply the Formatting:
   * Click "OK" again in the "New Formatting Rule" dialog box to apply the conditional formatting to the selected range.

Now, any duplicate values within the selected range will be formatted according to the rules you specified. You can choose to make the duplicate values appear the same as the background colour, effectively hiding them from immediate view. However, please note that this method doesn't truly hide the values; it merely makes them less visible through formatting.