

Advance Excel Assignment – 4

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

Ans. – We can use Cells grouping in Home tab to use ribbon commands for insert and delete.

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

Ans. – That row or column will be hidden.

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

Ans. – Sometime height of a row or width of column need to be changed to accommodate all data in that particular row or column.

Que.4) What is the keyboard shortcut to unhide rows?

Ans. – Keyboard Shortcut to unhide rows is Ctrl+Shift+9.

Que.5) How to hide rows containing blank cells?

Ans. – To hide rows containing blank cells:

- i. Select the data range which contains the blank cells you want to hide.
- ii. Then click Home > Find & Select > Go To Special.
- iii. And in the Go To Special dialog, select Blanks option, and then click OK button.
- iv. All of the blank cells in the selection have been selected.
- v. Then Press Ctrl+9 to hide all rows containing blank cells

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

Ans. – To hide duplicate values using conditional formatting:

- i. Select the range in which duplicates are to be hidden.
- ii. Then click Conditional Formatting > Highlight Cells Rules > Duplicate Values under Home tab.
- iii. In the Duplicate Values dialog box, select Custom Format in the values with drop-down list, and then click the OK button.
- iv. In the Format Cells dialog box, go to the Font tab, and in the Color drop-down list, choose a font color which matches the background color of selected range cell. And click the OK button.
- v. When it returns to the Duplicate Values dialog box, click the OK button. Now all duplicate records in selected columns are hidden immediately.