

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. Insert and delete command is visible on the home tab, inside cells grouping.

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

Ans. In that situation, the whole column or whole row will become hidden.

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

Ans. Yes, it is necessary to change the height and width of a cell **to fit the data**. By default, there is a fixed length and width of any row or column. Whenever data is lengthy then some of the characters become hidden so to display all the characters clearly present inside the cell, changing the height and width of a cell is important.

4. What is the keyboard shortcut to unhide rows?

Ans. Ctrl + Shift+ ((only left side parenthesis) command is used to Unhide Rows.

5. How to hide rows containing blank cells?

Ans. The hiding rows containing blank cells can be done by the following process. First, go to the **home tab** and search find and select window. Inside that window, select go to command, then one pop will come and then, select special button, then in a new pop-up window, select “blanks”, then ok so that all the rows with blank cells will be selected. Finally, to hide those rows, use Ctrl + 9. Go to command can come directly using **Ctrl + G shortcut**.

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

Ans.

- First of all, select a range of data in excel.
- Then, go to the home tab, there find conditional formatting, select the highlighted cell rules option, and then select duplicate values.

- Then, a pop-up window will appear. In that pop-up window, inside the format cell that contains the option automatically duplicate will be selected.
- Next, in values with the option, select the background color of duplicate values from the given options or select custom format.
- Then, a new pop-up will appear, there you need to set background color of duplicate values. Then, click ok.
- Again, click ok for earlier pop-up window and your duplicate values are hidden.