**Advance Excel Assignment 4**

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

Answer: In the ribbon commands, you will find the Insert and Delete commands under the "Home" tab in the "Cells" group.

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

Answer: If you set a row height or column width to 0 (zero), the row or column becomes hidden. While the row or column still exists, it is not visible on the worksheet. You can unhide it by adjusting the row height or column width.

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

Answer: There may be a need to change the height and width of a cell to accommodate the content within it. Adjusting the height ensures that text or data in a cell is visible, and changing the width allows for better presentation of data. Proper cell formatting enhances readability and the overall appearance of the worksheet.

1. What is the keyboard shortcut to unhide rows?

Answer: The keyboard shortcut to unhide rows in Excel is Ctrl + Shift + 9.

1. How to hide rows containing blank cells?

Answer: To hide rows containing blank cells, you can use the following steps:

Select the rows that you want to check for blank cells.

Go to the "Home" tab on the ribbon.

In the "Editing" group, click on "Find & Select" and choose "Go To Special."

In the "Go To Special" dialog box, select "Blanks" and click "OK."

Right-click on any of the selected row numbers, choose "Hide," and the rows with blank cells will be hidden.

1. What are the steps to hide duplicate values using conditional formatting in Excel?

Answer:

Select the range of cells where you want to check for duplicates.

Go to the "Home" tab on the ribbon.

In the "Styles" group, click on "Conditional Formatting."

Choose "Highlight Cells Rules" and then "Duplicate Values."

In the "Duplicate Values" dialog box, you can choose a format to highlight the duplicates.

Click "OK," and Excel will apply the conditional formatting to highlight duplicate values in the selected range.