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:- We can find the "Insert and delete" Commands by clicking on Home and the in cells we find the above mentioned commands

Home > Cell > 1. Insert
2. Delete
3. Format

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

Ans:- According to my point of view when we set Row height and column width to zero it becomes **point (.)** That's why the cells seem hidden.

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

Ans:- Yes, to fit the data properly inside the rows and column we need to change the height and width of the cells.

4. What is the keyboard shortcut to unhide rows?

Ans:- The shortcut key to unhide rows is **Ctrl + Shift + 9**

5. How to hide rows containing blank cells?

Ans:- we can hide a row by multiple methods in which on of the easiest method is

Step 1: Select the row
Step 2: Press Ctrl + 9
Done

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

Ans:- Step 1: open the Home tab
Step 2: from Conditional Formatting
Step 3: go to Highlight Cells Rules
Step 4: select Duplicate Values

A dialog box will pop up.

From there select **Format cells that contain**: and **values with**.

Step 5: selected **Duplicates** in Format cells that contain and **Custom Format** in **values with**

Another dialog box will pop up to choose the format.
Now we will need to choose the color of your cell (same background color).

As our used cell color is White so

Step 6 : I selected the color **White** then click OK.
Now, click OK on the first dialog box of Duplicate Values.
done.