Assignment No 4

1. To use the ribbon commands, what menu and grouping of commands will you

find the Insert and Delete command?

- Menu: The commands for Insert and Delete can be found in the "Home" menu in Excel. The "Home" menu is typically the default menu displayed when you open Excel, and it contains a variety of commonly used commands for formatting, editing, and manipulating data.
- Grouping of Commands: The Insert and Delete commands are typically grouped together in the "Cells" group within the "Home" menu. The "Cells" group contains various commands related to working with cells, rows, and columns.
- Specifically, to access the Insert and Delete commands, follow these steps:
- Open Excel and navigate to the "Home" menu, which is usually located at the top of the Excel window.
- Look for the "Cells" group within the "Home" menu. It is typically located in the middle or towards the right-hand side of the menu.
- In the "Cells" group, you will find the Insert and Delete commands represented by icons or labels.
- The Insert command typically includes options to insert cells, rows, or columns, while the Delete command includes options to delete cells, rows, or columns.

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

column?

- Row Height: When you set the row height to 0, the entire row collapses and becomes hidden. The row will not be visible, and any content within that row will also be hidden. This can be useful if you want to hide specific rows to declutter your worksheet or temporarily remove certain data from view. To unhide the row, you would need to adjust the row height back to a non-zero value.
- Column Width: Similarly, when you set the column width to 0, the entire column collapses and becomes hidden. The column will not be visible, and any content within that column will also be hidden. This can be handy if you want to hide specific columns to focus on other data or create a neater layout. To unhide the column, you would need to adjust the column width back to a non-zero value.
- It's important to note that setting the row height or column width to 0 does not delete or remove the data within the hidden rows or columns. The data remains in the worksheet, but it is not visible until the row height or column width is adjusted to a visible size again

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

In general, there is usually no need to change the height and width of an individual cell in Excel unless you have specific formatting or visual requirements for your data. Here are a few scenarios where adjusting the height and width of a cell can be beneficial:

1. Text Wrapping: If the content within a cell is lengthy and exceeds the default width of the cell, you may want to increase the column width to allow the text to wrap within the cell. This ensures that all the text is visible without needing to adjust the column width manually or displaying it in an overflow format.

2. Visual Alignment: Adjusting the height of a cell can be useful when you have a larger amount of text or data within a single cell and you want to ensure that it is displayed clearly and completely. Increasing the row height can prevent the text from being cut off and make it easier to read.

3. Customized Formatting: In certain cases, you may want to change the height or width of a cell to fit a specific design or layout requirement. For example, you may want to create cells of equal size for aesthetic purposes or adjust the height and width of cells in a specific area of the worksheet to enhance the visual presentation of your data.

It's important to note that adjusting the height and width of individual cells can affect the overall layout of your worksheet. It may impact the positioning of neighboring cells and could require adjustments to other elements of your spreadsheet to maintain a consistent and organized structure.

4. What is the keyboard shortcut to unhide rows?
   - The keyboard shortcut to unhide rows in Excel is:
   - Select the rows above and below the hidden rows that you want to unhide.
   - Press "Ctrl+Shift+9" on your keyboard.

5. How to hide rows containing blank cells?
   - Select the range of cells or the entire worksheet where you want to hide the rows.
   - Press "Ctrl+G" on your keyboard to open the "Go To" dialog box.
   - In the "Go To" dialog box, click on the "Special" button.
   - In the "Go To Special" dialog box, select the option for "Blanks" and click "OK". This will select all the blank cells within the selected range.
   - Right-click on any of the selected blank cells and choose "Hide" from the context menu.
   - The rows containing the selected blank cells will now be hidden from view.
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6. What are the steps to hide the duplicate values using conditional formatting in

excel?

- Select the range of cells where you want to apply the conditional formatting to identify and hide duplicate values.
- Go to the "Home" tab in the Excel toolbar.
- Click on the "Conditional Formatting" button, which is typically found in the "Styles" group. A dropdown menu will appear.
- From the dropdown menu, select "Highlight Cells Rules" and then choose "Duplicate Values." The "Duplicate Values" dialog box will appear.

- In the "Duplicate Values" dialog box, you can choose the formatting style for the duplicate values. By default, Excel highlights duplicate values with a light red fill color.
- To hide the duplicate values instead of highlighting them, click on the "Custom Format" option at the bottom of the dialog box.
- In the "Custom Format" dialog box, go to the "Font" tab and enable the "Hidden" checkbox.
- Click "OK" to close the "Custom Format" dialog box.
- Click "OK" again to close the "Duplicate Values" dialog box.
- Excel will now apply the conditional formatting based on your chosen criteria and hide the duplicate values in the selected range. The duplicate values will remain hidden, but you can still filter, sort, or perform other actions on the data.