**Advance Excel Assignment 4**

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

Insert Command:

* Menu: "Insert" tab
* Grouping: The Insert tab includes several groupings such as "Tables," "Illustrations," "Text," "Media," and "Symbols." The "Insert" command itself will allow you to insert various elements like tables, images, charts, etc.

Delete Command:

* Menu: "Home" tab
* Grouping: "Editing" group. You will find the "Delete" option here for removing cells, rows, columns, or content in the document or spreadsheet.

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

It will kinda hide.

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

Yes depending on the text and numbers, sometimes bigger no. appears like this (##) if you expand the row or column.

**4. What is the keyboard shortcut to unhide rows?**

Ctrl" + "Shift" + "9"

**5. How to hide rows containing blank cells?**

Apply Filter to the column and In the filter drop-down menu, uncheck the box next to "Blanks." This will hide all rows where the corresponding cell in Column A is blank.

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

Choose Conditional Formatting Rule In the "Styles" group, click on "Conditional Formatting" and then select "New Rule."

Choose the Rule Type In the "New Formatting Rule" dialog box, select "Format only unique or duplicate values."

Select Duplicate Values In the "Format all" dropdown, select "Duplicate." and click ok.