

Excel Assignment 4

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

Ans 1 - Go to the Formulas ribbon – choose either the Insert Function icon to bring up the Insert Function dialog box (same dialog box you would get with the first method), or click the arrow next to the correct category in the Function Library Group, and then choose the desired function. Here we can find the Insert and Delete option.

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

Ans 2 – if we set a row height or column width to 0 excel will hide the excel will hide that selected row and column

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

Ans 3 – to fit the data it is necessary to change the width and height of the cell. Whenever we enter a lengthy data, few characters will get displayed and other will be present but hidden to the user that's why we excel gives the option to customize the width and length of the cell.

Que 4 - What is the keyboard shortcut to unhide rows?

Ans 4 – ctrl+shift+9

Que 5 - How to hide rows containing blank cells?

Ans 5 – Select the data range which contains the blank cells you want to hide.

Then click Home > Find & Select > Go To Special

And in the Go to Special dialog, select Blanks option, and then click OK button.

At last press ctrl+9

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

Ans 6 - Select the cells you want to check for duplicates.

Click Home > Conditional Formatting > Highlight Cells Rules > Duplicate Values.

In the box next to values with, pick the formatting you want to apply to the duplicate values, and then click OK.

Remove duplicate values:

Select the range of cells that has duplicate values you want to remove.

Click Data > Remove Duplicates, and then Under Columns, check or uncheck the columns where you want to remove the duplicates.

Click OK.