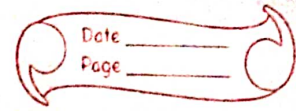


Advance Excel assignment -4



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

Ans. This is the most popular bar and displayed by default when excel is opened. This tab contains the basic clipboard commands, formatting commands etc.

Insert:- This tab provides options to insert something in a worksheet - a table, a diagram, a chart, a symbol, pivot table etc.

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

Ans. If we set a row height or column width to 0 then excel hide that row and column. ~~is hide~~

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

Ans. Yes, it is necessary to change width and height in excel to fit the data.

4. What is the keyboard shortcut to unhide rows?

Ans. ~~ctrl + shift + l~~

ctrl + shift + l to unhide rows.

5. How to hide rows containing blank cells?

Ans

- (i) Select the data range which contains the blank cells we want to hide.
- (ii) Then click Home > Find & Select > Go to Special
- (iii) In the go to special dialog, select blanks option, and then click ok button.
- (iv) Press ctrl + 9 keys together to hide the rows which have blank cells.

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

Ans To remove duplicate values, ~~click~~! Click data > data tools > Remove duplicates.

By conditional formatting command in the style group on the home tab we highlight unique or duplicate values.