Advance Excel Assignment 4

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

To use the ribbon commands for Insert and Delete in Excel, you will find them in the "Home" menu/tab, under the "Cells" grouping of commands. The Insert command allows you to insert rows, columns, cells, or sheets, while the Delete command allows you to delete the same elements.

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

If you set a row height or column width to 0 (zero), the row or column becomes hidden. It effectively reduces the size of the row or column to zero, making it invisible on the worksheet. However, the hidden row or column can still be unhidden if needed.

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

There may be a need to change the height and width in a cell to accommodate content properly. Increasing the row height or column width ensures that the cell can display all its contents without truncation or wrapping. It improves readability and avoids overlapping of data within cells.

4. What is the keyboard shortcut to unhide rows?

The keyboard shortcut to unhide rows in Excel is Ctrl + Shift + 9. Pressing these keys together will unhide any hidden rows within the selected range or entire worksheet, based on the selection.

5. How to hide rows containing blank cells?

To hide rows containing blank cells in Excel, you can use the following steps:

Select the range of rows or the entire worksheet where you want to hide rows.

Go to the "Home" menu/tab in the ribbon.

Click on the "Find & Select" button in the "Editing" group and choose "Go To Special."

In the Go To Special dialog box, select "Blanks" and click OK.

This will select all the blank cells in the selected range or worksheet.

Right-click on any of the selected row numbers and choose "Hide" from the context menu.

The rows containing blank cells will be hidden.

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

The steps to hide duplicate values using conditional formatting in Excel are as follows:

Select the range of cells where you want to check for duplicates.

Go to the "Home" menu/tab in the ribbon.

Click on the "Conditional Formatting" button in the "Styles" group and choose "Highlight Cells Rules."

From the submenu, select "Duplicate Values."

In the Duplicate Values dialog box, choose the formatting style you prefer and click OK.

Excel will apply the conditional formatting to highlight the duplicate values in the selected range, making them easier to identify