**EXCEL ASSIGNMENT 4**

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

*Ans:*

*Insert and delete commands can be found under ‘Home’ Menu of ‘Cells’ group.*

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

*Ans:*

*If we set the row height and or column height to zero then the 1st row i.e. 1 and the 1st column i.e. A will not be visible in the worksheet.*

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

*Ans:*

*By default, the cells are of small size which can hold only small words or numbers without any alteration. So, in order to make all the data visible to the user which although present may not be seen or may even be missed out while printing, the height and width of a cell needs to be changed.*

1. What is the keyboard shortcut to unhide rows?

*Ans:*

*Ctrl + Shift + 9*

1. How to hide rows containing blank cells?

*Ans:*

* + *Select all the data in the entire sheet by pressing ctrl+A*
  + *Secondly, go to the Home tab and click on Find & Select. A drop-down menu will appear.*
  + *Select Go To Special from there. It will open the Go To Special window.*
  + *select Blanks and click OK to proceed.*
  + *press Ctrl + 9 to hide Rows*

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

*Ans:*

*Select the entire sheet -->Home tab -->Conditional Formatting--> Highlight Cells Rules -->select Duplicate Values--> colour the text of the duplicate values as per need preferably white. Hence, all the duplicate values will be hidden.*