**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. When we click on home tab in ribbon then we will find Insert and Delete command together . We can perform actions by using both commands.

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

Ans. It hides the row or column

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

Ans. It is necessary to change width and height in excel to fit the data. Excel by default provide equal width and height with respect to columns and rows. Whenever we enter a lengthy data, few characters will get displayed and other will be present inside the cell but will be hidden to the user.

4. What is the keyboard shortcut to unhide rows?

Ans. Crtl + Shift + 9

5. How to hide rows containing blank cells?

Ans.

1.Select the range that contains empty cells you want to hide

2.On the Home tab, in the Editing group, click Find & Select > Go To Special.

3.In the Go To Special dialog box, select the Blanks radio button, and click OK. ...

4.Press Ctrl + 9 to hide the corresponding rows.

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

Ans.

To remove duplicate values, click Data > Data Tools > Remove Duplicates.