

## Excel - assignment

Q1) To use the ribbon commands (what menu and grouping of commands will you find the insert and delete command?)

Following are tabs in the excel ribbon. Home. This is the most popular bar and displayed by default when excel is opened. This tab contains the basic clipboard commands, formatting commands, style commands, commands to insert and delete rows or columns, plus an assortment of worksheet editing commands.

Q2) If you set a row height or column width to 0, what happens to the row and column?  
If you set a row height or column width to 0 (zero), what happens to the row and column? It sets to the default width or height.



③ is there a need to change the height and width of a cell? why

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?

The unhide rows shortcut key is **control + shift + 9**

⑤ how to hide rows containing blank cells?

- i select the empty cells you want to hide
- ii In the editing group, find & select **Go to special**
- iii In the **Go to special** dialog box, select the **blanks** radio button, and click on.



press Control + 9

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

\* select the range you want to hide duplicates here select range A1:F11

\* then Conditional Formatting > highlight cell rules > Duplicate values, under Home tab > duplicate values dialog box,

select custom format in the values with drop-down list, and click ok button.

Now all duplicate records in selected columns are hidden immediately.