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:
- In Home menu , Grouping – Delete Cells, sheet Rows, Sheet Column & Delete Sheet
-            - Insert Cells, sheet Rows, Sheet Column & Insert Sheet

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

Ans:
- It will hide the row & column

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

Ans:
- common reason for adjusting the cell height & width is for the header row, The standard default width is about eight characters
- if we need more characters for our requirement we need to adjust the height & width of the cell

4. What is the keyboard shortcut to unhide rows?

Ans:
- using Control + Shift + 0, or Control + Shift + 9

5. How to hide rows containing blank cells?

Ans:
- Select the data range, which contains the blank cells you want to hide.
- Use Ctrl + G to open Go To dialog and click Special
- Then Go To Special dialog, select Blanks option, and then click OK button.
- 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:

- Select range
- On the Ribbon's Home tab, click the Conditional Formatting button, then click New Rule.
- Click Use a Formula to Determine Which Cells to Format.
- For the formula, enter. =A2=A1.
- Click the Format button.
- Select a font colour to match the cell colour.
- Click OK, click OK.