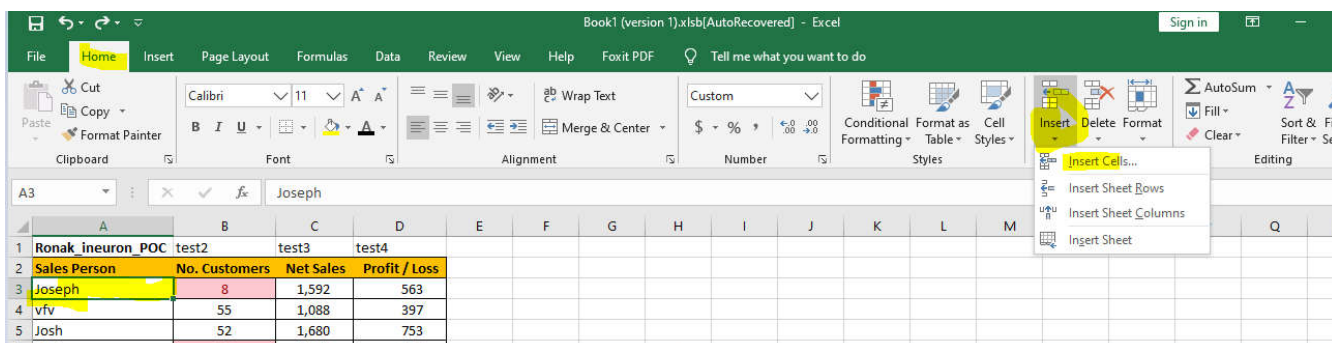# Advance Excel Assignment 4

1. To use the ribbon commands, what menu and grouping of commands will you find the Insert and Delete command?
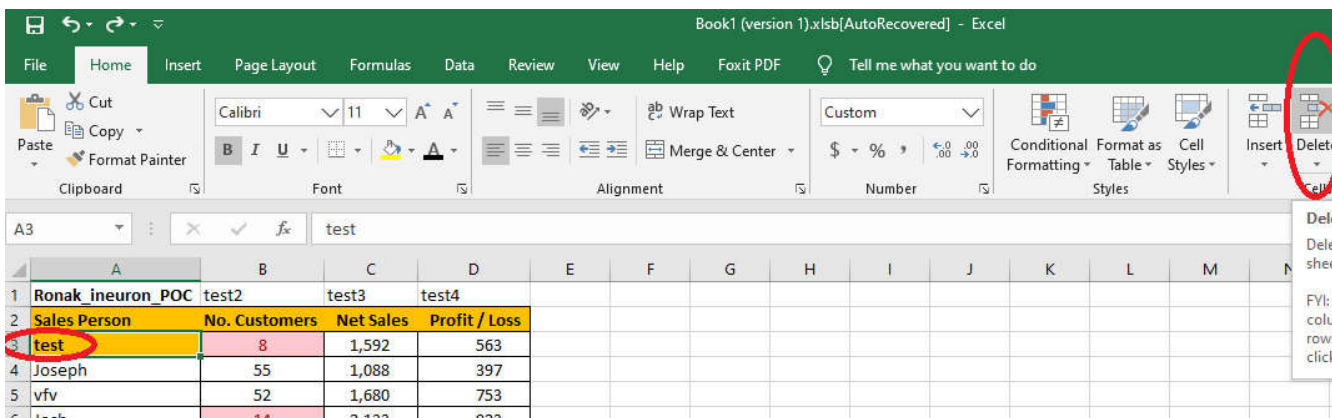
➢ Inside Home menu we can find cells and inside cells we can find insert and delete buttons in the ribbon

➢ To insert select the cell and click on insert in ribbon or right click and popup will come from there also can insert.

Example of after clicking insert

Now to delete select cell and same way click delete

After clicking on delete

	A	B	C	D
	A3	fx	Joseph	
1	Ronak_ineuron_POC	test2	test3	test4
2	Sales Person	No. Customers	Net Sales	Profit / Loss
3	Joseph	8	1,592	563
4	vfv	55	1,088	397
5	Josh	52	1,680	753

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

If you set the height / width to 0 then this row and column looks like it is a **hide**

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

this depends on the use case. sometimes the autofit option also helps and sometimes if the data in the cells are too large with multiple lines then we may need to arrange the height and width as per requirement. so such options are already easily available inside excel.

4. What is the keyboard shortcut to unhide rows?

Select the row above and below area and then click control+shift+(

5. How to hide rows containing blank cells?

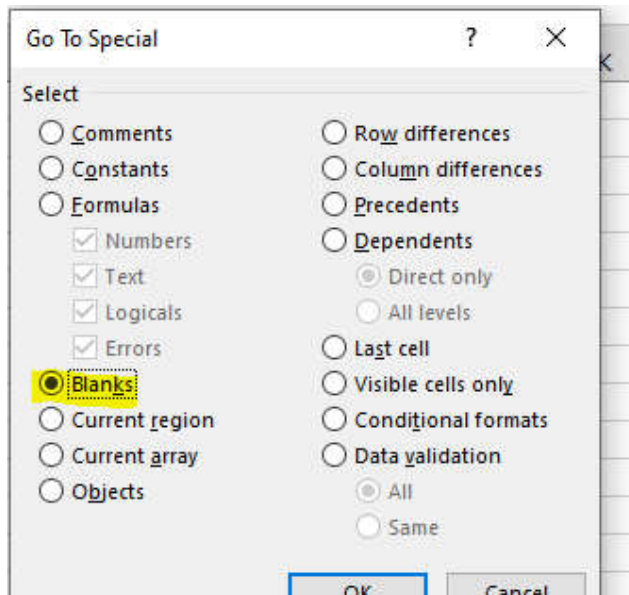**Step1.** Create a table with some empty cells in between like below

	A	B	C	D
1	Ronak_ineuron_POC	test2	test3	test4
2	Sales Person	No. Customers	Net Sales	Profit / Loss
3	Joseph	8	1,592	563
4		8	1,088	397
5	Josh	8	1,680	753
6	Jamie		2,133	923
7	Jackie	10	1,610	579
8	Johnson	10	1,540	570
9	Jonathan	7	1,316	428
10		7		709
11	Jairam	8	1,624	621
12		6	726	236
13	Javed	9	2,277	
14	Jimmy	6	714	221
15	Juno	9	2,682	1,023
16				

Step 2. Now Home->Editing->Find and Select->Go to Special
Or shortcut we can use Ctrl + G to open Go To dialog and click Special to get the Go To Special dialog.

Data Analytics Assignment 4 | Ronak Jitendrabhai Patel
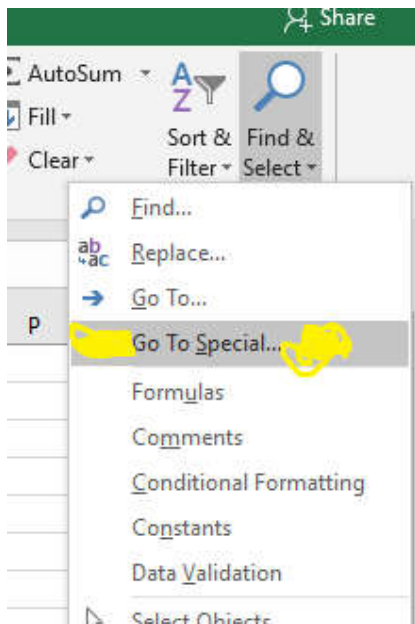
Step 3. Check mark Blanks->ok

Step 4. This will mark and select all blanks in table as below highlighted in yellow

	A	B	C	D
1	Ronak_ineuron_POC	test2	test3	test4
2	Sales Person	No. Customers	Net Sales	Profit / Loss
3	Joseph	8	1,592	563
4		8	1,088	397
5	Josh	8	1,680	753
6	Jamie		2,133	923
7	Jackie	10	1,610	579
8	Johnson	10	1,540	570
9	Jonathan	7	1,316	428
10		7		709
11	Jairam	8	1,624	621
12		6	726	236
13	Javed	9	2,277	
14	Jimmy	6	714	221
15	Juno	9	2,682	1,023
16				

Step 5. Now press control+9 and see the magic all these rows will be hide 😊

	A	B	C	D
1	Ronak_ineuron_POC	test2	test3	test4
2	Sales Person	No. Customers	Net Sales	Profit / Loss
3	Joseph	8	1,592	563
5	Josh	8	1,680	753
7	Jackie	10	1,610	579
8	Johnson	10	1,540	570
9	Jonathan	7	1,316	428
11	Jairam	8	1,624	621
14	Jimmy	6	714	221
15	Juno	9	2,682	1,023
16				

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

Step 1. select the columns

Step 2. Home->Conditional formatting->Highlighted cell rules->Duplicate values

Step 3. Select Duplicate and custom format

Step 4. Select Font->color->white
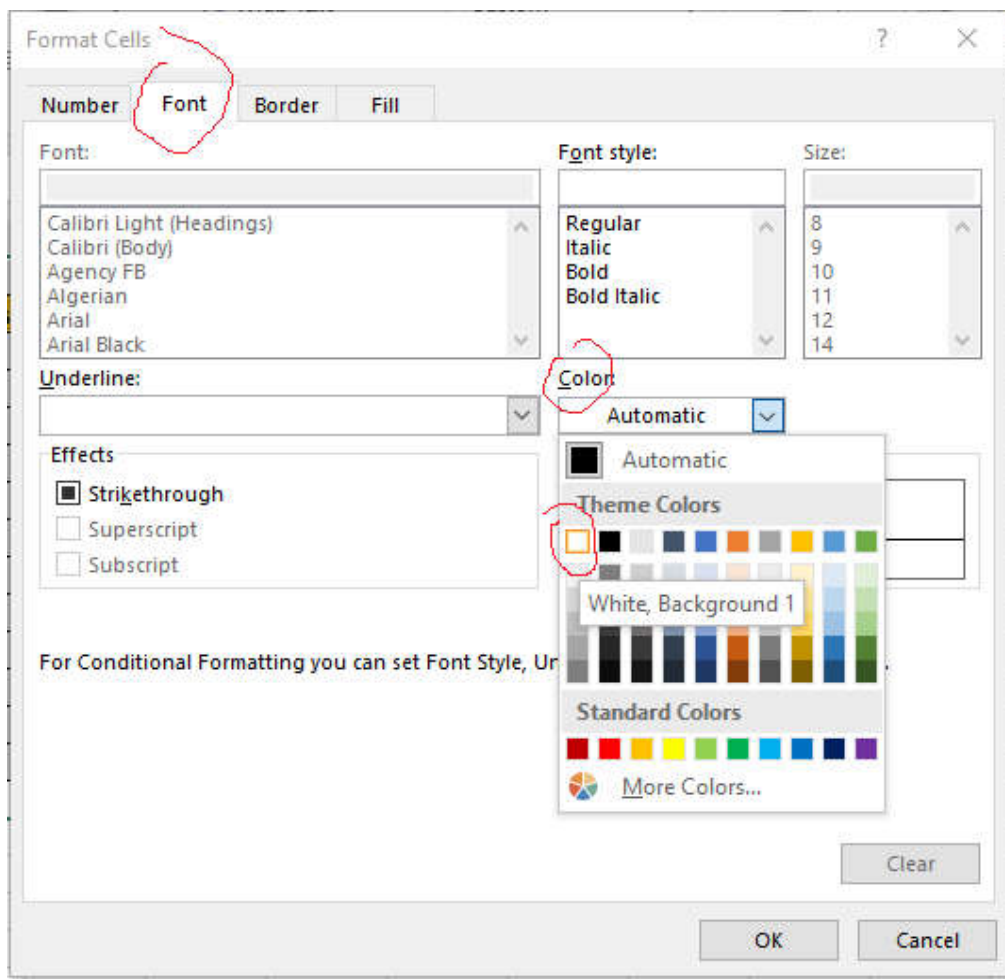
Step 5. Fill->Background color->White

Format Cells

Number   Font   Border   Fill

Background Color: Pattern Color:

No Color   Automatic

Pattern Style:

Fill Effects...   More Colors...

Sample

Clear

OK   Cancel
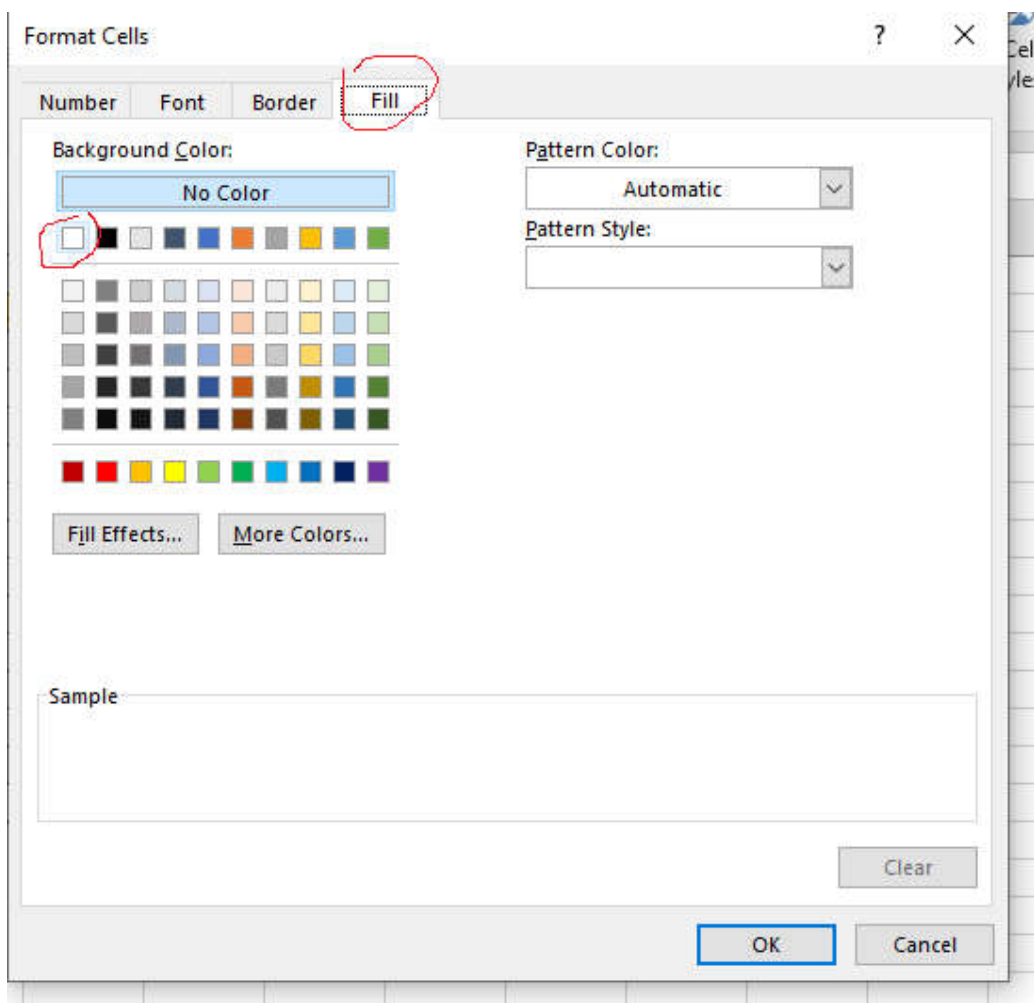
Step 6. Now you can see duplicate values looks hide.

Ronak_ineuron_POC	test2	test3	test4
Sales Person	**No. Customers**	**Net Sales**	**Profit / Loss**
Joseph		1,592	563
	55	1,088	397
Josh	52	1,680	753
Jamie		2,133	923
Jackie	11	1,610	579
Johnson		1,540	570
Jonathan	5	1,316	428
			709
Jairam	6	1,624	621
		726	236
Javed	1	2,277	
Jimmy	3	714	221
Juno	9	2,682	1,023