

## Excel Assignment 4.

1 To use the ribbon commands, what menu & grouping of commands will you find the Insert & Delete Command?

Ans This is the most popular bar & displayed by default when excel is opened. This tab contains the basic clipboard commands, formatting commands, style commands, commands to insert & delete rows or column, plus an assortment of worksheet editing commands.

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

Ans Excel will hide the row.

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

Ans If the content of the cell is not fit in the cell that's why we have to change the height & width of cell.

4 What is the keyboard shortcut to outline rows?

Ans Ctrl + Shift + 9



5) How to hide rows containing blank cells?

Ans 1) select the data range i.e blank cells  
2) click Home > Find & select > go to special dialog, & select blanks option.

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

Ans 1) To remove value, click Data > Data Tools > remove Duplicates.