**Advance Excel Assignment 4**

1. To use the ribbon commands, what menu and grouping of commands will you find the Insert and Delete command?

* The **Ribbon** is Excel’s command menu interface. It organizes commonly used actions together in an intuitive and visual way. These are the main parts of the Ribbon
* **Tabs** organize related groups of commands together
* **Groups** organize related commands together
* **Command** Buttons allows you to perform actions or open menus with further related actions
* **Command Menu** some command buttons will have a small down arrow located to the right or below the button. This indicates that a menu is available with sub-commands under the command button
* **Dialog Box** certain groups in the ribbon will contain a small icon in the lower right hand corner that will launch a dialog box with further options available
* **Pin or Unpin** Toggle allows you to remove the ribbon from view to create more workbook space

**Under Insert Ribbon**:

* **Insert** contains commands related to adding items to a spreadsheet such as graphics, tables, pivot tables, charts, headers and footers, hyperlinks etc

As the [Excel](https://www.goskills.com/Excel/Resources/Free-Excel-templates) ribbon features most of the most frequently used commands, a customized ribbon helps ensure a smoother and faster user experience in [Excel](https://www.goskills.com/Excel/Resources/Best-Excel-add-ins).

To customize the ribbon in [Excel](https://www.goskills.com/Excel/Resources/Uses-of-Excel-in-business), just like collapsing the ribbon, right click anywhere on the ribbon and select **Customize the Ribbon** instead.

The window below will pop up and it allows users to customize the ribbon by adding or removing the commands to or from the existing tabs or new tabs.

Graphical user interface, application

Description automatically generated

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

* If we set a row height or column width to 0, respective row and column gets hide.

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

* 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. It is necessary to change the rows and column height and width to have a good presentation in excel

4. What is the keyboard shortcut to unhide rows?

1. **Unhide Rows Based on Cell Values**:

* If you want to unhide rows based on cell values, you can use the following keyboard shortcut:

- Ctrl+Shift+@ (at sign)

- This shortcut will unhide all rows that contain errors, blank cells, or cells that contain text

**2. Unhide Rows Based on Cell Formatting**

- If you want to unhide rows based on cell formatting, you can use the following keyboard shortcut:

- Ctrl+Shift+! (exclamation point)

- This shortcut will unhide all rows that have cells with the General format.

5. How to hide rows containing blank cells?

**To hide rows containing blank cells:**

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

* selected the cell range **B4:F13**
* open the **Home**tab >> from **Conditional Formatting**>> go to **Highlight Cells Rules** >> select **Duplicate Values**
* A **dialog box**will pop up
* From there select **Format cells that contain**and **values with**
* I selected **Duplicates**in **Format cells that contain**and **CustomFormat**in **values with**
* Another **dialog box**will pop up to choose the format
* From there you can select any color, but to hide duplicates you will need to choose the **color of your cell** (same background color)
* Then click **OK**
* Click **OK**on the first **dialog box**of **Duplicate Values**
* Therefore, all the duplicates values will get hide including the first occurrence