**ASSIGNMENT-4**

1. Ribbon commands that can be found to insert and delete are many below are some:

**Insert:**

1. Insert a field.
2. Insert add caption.
3. Insert Address book.
4. Insert Autotext
5. Insert comment
6. Insertinsert database.

**Delete :**

1. Delete comment
2. Delete record
3. Delete columns
4. Delete Rows
5. Delete cells
6. Delete Mail
7. That column or row goes hidden. You can only see it when you increase width or hight.
8. It is necessary to change the height and width of cell to fit the data perfectly in each cell.
9. Shortcut key to unhide rows is:

Control + A and select entire workbook. Then use Control + Shift + 0 or Control + Shift + 9.

And also use select special to make more complicated sections before hiding.

1. To hide Rows containing blank cells:
2. Select the range that contains empty cell you want to hide.
3. On the  Home*tab, in the*Editing*group, click*Find & Select*>*Go To Special
4. In the *Go To Special* dialog box, select the Empty / Blank radio button, and click *OK*. This will select all empty cells in the range.
5. Click CTRL + 9 to hide the rows you wanted to.

6 . Steps to hide duplicate values using conditional formatting:

1. Select the range you want to hide duplicates.
2. Then click Conditional Formatting > Highlight Cells Rules > Duplicate Values under Home tab
3. In the Duplicate Values dialog box, select Custom Format in the values with drop-down list, and then click the OK button.
4. In the **Format Cells** dialog box, go to the **Font** tab, and in the **Color**drop-down list, choose a font color which matches the background color of your selected range cell. And finally click the **OK** button.
5. When it returns to the Duplicate Values dialog box, click the OK button