**Advance Excel Assignment 4**

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

To access the Insert and Delete commands in Microsoft Excel using the ribbon commands, you can find them in the "Home" tab of the ribbon in the "Cells" group. Specifically:

* Insert: You can find the "Insert" command in the "Cells" group on the "Home" tab. It allows you to insert rows, columns, or cells.
* Delete: The "Delete" command can also be found in the "Cells" group on the "Home" tab. It allows you to delete rows, columns, or cells.

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

Setting a row height or column width to 0 (zero) in Excel will effectively hide the row or column. The row or column will become invisible, and you won't see its content. However, the data within the hidden row or column still exists, and you can unhide it later by changing the row height or column width back to a non-zero value.

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

There are situations where you may want to change the height and width of cells in Excel:

* Aesthetic formatting: You might adjust cell height and width to make your spreadsheet look more visually appealing.
* Text wrapping: Changing the height of a cell can be useful when you want to display text with multiple lines (text wrapping) within a cell.
* Data visibility: Adjusting row height and column width can help ensure that your data is clearly visible and not truncated.
* Printing: Modifying cell dimensions can help control how your Excel sheet appears when printed, ensuring that it fits on a page correctly.

1. What is the keyboard shortcut to unhide rows?

The keyboard shortcut to unhide rows in Excel is "Ctrl" + "Shift" + "9". This shortcut will unhide any hidden rows in the active worksheet.

1. How to hide rows containing blank cells?

To hide rows containing blank cells in Excel, you can use the following steps:

* Select the rows where you want to hide the blank cells.
* Go to the "Home" tab on the ribbon.
* In the "Editing" group, click on "Find & Select."
* Choose "Go To Special..."
* In the "Go To Special" dialog box, select "Blanks" and click "OK."
* This will select all the blank cells within the selected rows.
* Right-click on one of the selected cells and choose "Hide."

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

To hide duplicate values using conditional formatting in Excel, follow these steps:

* Select the range of cells that you want to apply the conditional formatting to.
* Go to the "Home" tab on the ribbon.
* In the "Styles" group, click on "Conditional Formatting."
* Choose "New Rule" from the dropdown menu.
* In the "New Formatting Rule" dialog box, select "Use a formula to determine which cells to format."
* Enter a formula to identify duplicates. For example, if you want to highlight duplicates in column A, you can use a formula like "=COUNTIF($A:$A, A1)>1".
* Click on the "Format" button to set the formatting for duplicates.
* Choose the formatting options you prefer (e.g., font color, fill color) and click "OK."
* Click "OK" again in the "New Formatting Rule" dialog box to apply the conditional formatting.
* Excel will now highlight or format cells with duplicate values according to your chosen formatting options.

