**Advance Excel Assignment – 4**

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

Ans: Within the ‘**Home**’ tab(menu), we can find the Insert and Delete commands under the ‘**Cells**' group.

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

Ans: When a row height or column width is set to zero, such row or column will not be visible on the sheet they will become hidden.

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

Ans: There are several reasons might need to change the height and width of a cell in a table or spreadsheet:

1. **Improved Readability**: Adjusting the size of cells can make text or data easier to read. This is especially important for headers or cells with a lot of information.
2. **Better Presentation**: Well-sized cells can make the data look more organized and professional, enhancing the overall appearance of the document.
3. **Fit Content**: Sometimes, the default cell size isn't enough to fit all the content, so resizing can ensure that everything is visible without cutting off any information.
4. **Alignment**: Adjusting cell size can help in aligning data properly, making comparisons and understanding the data easier.
5. **Consistency**: Ensuring consistent cell sizes can improve the uniformity of the document, making it visually appealing and easier to navigate.

4. What is the keyboard shortcut to unhide rows?

Ans: Select the rows surrounding the hidden rows and press **Ctrl** + **Shift** + **(** (the opening parenthesis key). This should unhide any hidden rows in your selected range.

5. How to hide rows containing blank cells?

Ans: To hide rows containing blank cells in Excel, we can follow these steps:

* Highlight the data.
* Go to "Data" tab, click "Filter."
* Click the filter drop-down, uncheck "Select All," check "Blanks," click "OK."
* Select visible rows, right-click, choose "Hide" or use **Ctrl** + **9**.

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

Ans: To hide duplicate values using Conditional Formatting in Excel, we can follow these steps:

* Highlight your data.
* Go to "Home" > "Conditional Formatting" > "New Rule."
* Select "Use a formula to determine which cells to format."
* Enter =COUNTIF(A:A, A1) > 1 (replace A with your column).
* Set the font color to match the cell background.
* Click "OK."