# **Advance Excel Assignment 4**

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

Home Tab under Cell

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

It will Hide the row or column

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

You need to change height and width in a cell if length of data is high and it is not readable.

1. What is the keyboard shortcut to unhide rows?

Ctrl + Shift + 9

1. How to hide rows containing blank cells?

Select Any cell then “Ctrl + G” then Select “Special” then Select “Blank” then Click Ok then “Ctrl + 9”.

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

Select your Range then Under Home Tab > Conditional Formatting > Highlight Cells Rules > Duplicate Values.

In Duplicate Values Dialog box from Values select Custom Format then Click Ok.

Now In Custom Format Cell Dialog box Select Font Tab then Change Color to Either white or your Background (if it is different then usual).

All your Duplicate values will be hidden.