
Advance Excel Assignment 4

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

Insert custom Tabs and Groups to the Ribbon.

Make sure you're in the Customize Ribbon section of the Excel Options window.
Press the New Tab button to insert a new Tab (Excel will add one Group to any new tab) or press the New Group button to add a new Group.
Select your new tab and press the Rename button to give it a meaningful name.
Change the display name and press the OK button.
Repeat this with any new Groups. Select the Group and press the Rename button.
Change the display name and press the OK button.
Your new Group will not have any commands, so you'll need to add some. Select a command you want to insert to your Group.
Press the Add button to add it to your Group.
Press the OK button to implement all your changes.

Remove Tabs or Groups from the Ribbon.

Make sure you're in the Customize Ribbon section of the Excel Options window.
Remove a Tab from the Ribbon by unchecking it.
Remove a Group from the Ribbon by selecting it then either right click and choose Remove from the menu or press the Remove button.
Press the OK button to implement all your changes.

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

Columns: The value or number of the column width is the number of characters that can be displayed in a cell.
Excel will default the width to 8 characters (it's actually 8.11).
You can set the column width from 0 to 255. If you set the width to 0 (zero), Excel hides the column.
Rows: The default height is 12.8. The number is a measurement in points - 1 point is about 1/72 of an inch tall.
This makes the default height about 1/6 of an inch. Again, just like columns, if you set the row height to 0 (zero), Excel will hide the row.

With the rules out of the way, we can move on to adjusting the height and width values.

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

It is necessary to change width and height in excel to fit the data.
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.

4. What is the keyboard shortcut to unhide rows?

Here is the Excel Unhide Rows shortcut: Ctrl + Shift + 9
Pressing this key combination (3 keys simultaneously) displays any hidden rows that intersect the selection.

5. How to hide rows containing blank cells?

As is the case with nearly all common tasks in Excel, there is more than one way to hide rows: by using the ribbon button, right-click menu, and keyboard shortcut.
Anyway, you begin with selecting the rows you'd like to hide:

To select one row, click on its heading.
To select multiple contiguous rows, drag across the row headings using the mouse. Or select the first row and hold down the Shift key while selecting the last row.
To select non-contiguous rows, click the heading of the first row and hold down the Ctrl key while clicking the headings of other rows that you want to select.
With the rows selected, proceed with one of the following options.

We will choose Hide rows using the ribbon:

Go to the Home tab > Cells group, and click the Format button.
Under Visibility, point to Hide & Unhide, and then select Hide Rows.
Hide rows in Excel using the ribbon.

Alternatively, you can click Home tab >Format > Row Height... and type 0 in the Row Height box.
Either way, the selected rows will be hidden from view straight away.

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

For hiding all duplicates including the first one in Excel, please do as follows.

1. Select the range you want to hide duplicates. Here I select range A1:F11.
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.

Now all duplicate records in selected columns are hidden immediately.
