

Assignment no. 4

Q.1 To use ribbon command, where menu & groupin of command will you find the insert & Delete command?

⇒ ① The commands are grouped under different tabs under ribbons, based on its function. Different commands can be accessed by clicking on given tabs.

② Insert this tab provides option to insert something in a worksheet, - a table, diagram, chart etc.

Q.2 If you set a row height or column width zero, what happens to row/column?

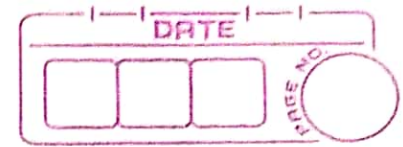
→ Excel will hide the row/column.

Q.3 Is there a need to change the height & width in a cell & why?

⇒ It is necessary to change the height & width in Excel to fit the data.

Q.4 What is keyboard shortcut to unhide a row?

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- ① Click and drag the mouse to highlight row 1 to 7
 - ② Press and hold down the Ctrl + Shift key on keyboard
 - ③ In Go to Spec. Press and release the no. 9 key without rows will become visible



Q.5) How to hide rows containing blank cell?
→ ① Select the data range which contains the blank cell

Q.6) What are the steps to hide the duplicate values using conditional formatting in excel?
⇒ ① click Data > Sort & Filter > Advanced
② Click Data > Data > Data tools > Remove duplicates