Advance Excel Assignment 4

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

- In Excel, the Insert and Delete commands can be found in the “Home” tab of the ribbon menu. This specific grouping of commands is typically located in the “Cells” group.

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

- If you set the row height or column width to 0 in Excel, the row or column will be effectively become hidden. Setting the row height and column height to 0 will hide the entire row and column. The row and column will be no longer be visible on the worksheet , any data or formatting will also be hidden. Content of the hidden row will still exist in the worksheet; its just the not visible until you adjust the row and column height back to a non-zero value. In both cases, the hidden rows or column do not appear when printing the worksheet unless the option to print hidden rows or column is enabled in the print setting.

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

- Yes , there can be a need to change the height and width of the call in Excel. These are few reasons you might want to adjust the height or width of the cell.

1. Fit content : When the content of the cell, such as text or numbers , exceed the default width or height,it may be necessary to adjust the width or height to ensure all the content is visible.
2. Formatting: Changing the height and width of cells can help with formatting and aesthetics in your worksheet. Adjusting the dimensions can also be helpful when you want to align and position content within cells
3. Printing: When you intend to print your Excel worksheet,adjusting the height and width of the cells becomes essential.
4. Data Presentation: Manipulating the height and width of cells allows you to present data in a more organized and readable manner.

**4. What is the keyboard shortcut to unhide rows?**

- The keyboard shortcut to unhide rows:

Ctrl + Shift + 9

By using this keyboard shortcut, you can quickly unhide rows.

**5. How to hide rows containing blank cells?**

- To hide rows containing blank cells in Excel, you can follow these steps:

1. Select the column that contains the data you want to evaluate for blanks.
2. Go to the “Home” tab in the ribbon menu and click on the “Find n select” button. It is usually located in the editing group.
3. From the dropdown menu, select “Go to special”. This will open the “Go To Special” dialog box.
4. In the “Go to special” dialog box,select the “Blanks” option and click ‘OK’. This will select all the blank cells in the selected column.
5. With the blank cells selected, right-click on any selected cell and choose “Hide” from the context menu. This will hide the entire rows containing the selected blank cells.
6. **What are the steps to hide the duplicate values using conditional formatting in excel?**

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

1. Select the range of cells that contains the data where you want to hide duplicates.
2. Go to the “Home” tab in the ribbon menu.
3. Click on the “Conditional formatting ”button in the “Styles” group. A dropdown menu will apper.
4. From the dropdown menu, select “Highlight cells Rules” and then choose “Duplicate values”. The “Duplicate values” dialog box will appear.
5. In the “Duplicate values” dialog box, you can choose the formatting style you want to apply to the duplicate values. By default, Excel selects “Light Red fill with dark red text”.
6. If you want to hide the duplicate values completely, click on the “Custom format” option.
7. In the “Format Cells” , go to the “font” tab and enable the “Hidden” options. This will hide the duplicate values from view.
8. Click “Ok” to close the “format cells”