
Advance Excel Assignment 4

1. To use the ribbon commands, what menu and grouping of commands will you find the Insert and Delete command?
2. If you set a row height or column width to 0 (zero), what happens to the row and column?
3. Is there a need to change the height and width in a cell? Why?
4. What is the keyboard shortcut to unhide rows?
5. How to hide rows containing blank cells?
6. What are the steps to hide the duplicate values using conditional formatting in excel?

Answer 1--We will the insert and delete commands in cells section in home tab.

Answer 2--It will hide the row or column.

Answer 3--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.

Answer 4--Ctrl+Shift+(to Unhide Rows.

Answer 5--Select the range that contains empty cells you want to hide.

On the Home tab, in the Editing group, click Find & Select > Go To Special.

In the Go To Special dialog box, select the Blanks radio button, and click OK. ...

Press Ctrl + 9 to hide the corresponding rows.

Answer 6--Select the cells you want to check for duplicates. ...

Click Home > Conditional Formatting > Highlight Cells Rules > Duplicate Values.

In the box next to values with, pick the formatting you want to apply to the duplicate values, and then click OK.
