

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?

Ans:

1. To use the ribbon commands for Insert and Delete in Excel:
 - Menu: These commands are found in the "Home" menu.
 - Grouping: Insert and Delete commands are typically grouped together in the "Cells" grouping on the "Home" tab of the ribbon.
2. If you set a row height or column width to 0 (zero), the row or column will be

hidden. Essentially, it collapses to the smallest possible size, making it effectively invisible within the worksheet.

3. Yes, there are situations where you may need to change the height and width of cells in Excel:

- Adjusting row height and column width can make the content within cells more readable and aesthetically pleasing.
- Sometimes, you may need to fit large content within a cell by increasing its height or width.
- Customizing row height and column width can help in formatting and organizing your data effectively.

4. The keyboard shortcut to unhide rows in Excel is Ctrl + Shift + 9.

5. To hide rows containing blank cells in Excel:

- Select the rows that you want to hide.
- Right-click on the selected rows.
- Choose "Hide" from the context menu.
- Alternatively, you can go to the "Home" tab on the ribbon, click on "Format" in the "Cells" group, then select "Hide & Unhide" and choose "Hide Rows."

6. Steps to hide duplicate values using conditional formatting in Excel:

- Select the range of cells that you want to apply conditional formatting to.
- Go to the "Home" tab on the ribbon.
- Click on "Conditional Formatting" in the "Styles" group.

- Choose "Highlight Cells Rules" and then select "Duplicate Values."
- In the Duplicate Values dialog box, choose the formatting style you prefer for the duplicate values.
- Click "OK" to apply the conditional formatting. Excel will automatically highlight the duplicate values in the selected range according to the chosen formatting style.