Excel Assignment 4

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

Under the **‘Home’** menu in the **‘Cells’** grouping of commands we get the Insert and Delete command

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

If we set a row height or column width to 0 (zero), excel will **hide that row or column**

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

It is important to change width and height in excel **to fit the data and make the entire data visible to the user**. By default, excel provide equal width and height with respect to columns and rows. Whenever user enter a lengthy data, few characters will get displayed and other will be present inside the cell but will be hidden to the user.

1. What is the keyboard shortcut to unhide rows?

To unhide rows select the rows which has the hidden rows in between of them, then press **Ctrl + Shit + 9**

1. How to hide rows containing blank cells?

To hide rows containing blank cells the following steps are to be followed:

* Select the data range which contains the blank cells that is to be hidden
* Then click**Home** 🡪 **Find & Select** 🡪 **Go To Special**
* In the **Go To Special** dialog, select **Blanks** option, and click **OK** button
* With this all of the blank cells in the selection gets selected
* Press **Ctrl + 9** to hide the rows which have blank cells

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

We can use the Conditional Formatting command in the Style group under the Home tab. Highlight Cells Rules 🡪 Duplicate Values. Then the user can hide the duplicate values