**ADVANCE EXCEL ASSIGNMENT 4**

Q.1.To use the ribbon command, what menu and grouping of commands will you find the insert and delete command?

Answer: To use the insert and delete command we need to select Home menu and cell group.

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

Answer: Particular row and column gets hidden.

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

Answer: When data does not fit in a cell then we need to resize the cell.

Q.4. What is keyboard shortcut to unhide rows?

Answer:

* Hold Alt key and press letters wu in succession.
* Ctrl+shift+9

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

Answer:

* Select the range where there is empty cells
* Got to Home tab, editing group , select blanks and click ok
* Now press ctrl+9 to hide the rows

Q.6.What are the steps to hide the duplicate values using conditional formatting in EXCEL?

Answer: Method one

* To add a conditional format, click New Rule to display the New Formatting Rule popup window.
* Select the rule, and then click Edit rule to display the Edit Formatting Rule popup window.
* Under Select a Rule select only unique or duplicate values.
* In the Format all list of Edit the Rule Description, choose duplicate.
* Click Format to display the Format Cells popup window.
* Select the number, font, border, or fill format that you want to apply when the cell value satisfies the condition, and then click OK.

Method two

* Go to conditional formational formatting
* New formatting rule
* Select use a formulae to determine which cell to format
* Write formula =a2=a1
* Then see the preview format
* Click ok