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 the home ribbon tab navigate to cell grouping of commands, in that you will find Insert and Delete command
   Alt+H+I : Insert command
   Alt+H+D : Delete command

2. If you set a row height or column width to 0 (zero), what happens to the row and column?
   Row or column width is change to 0 and it becomes hidden

3. Is there a need to change the height and width in a cell? Why?
   Yes, 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. It is necessary to change the rows and columns height and width to have a good presentation in excel.

4. What is the keyboard shortcut to unhide rows?
   To unhide all rows and columns, select the whole sheet as explained above, and then press Ctrl + Shift + 9 to show hidden rows and Ctrl + Shift + 0 to show hidden columns.

5. How to hide rows containing blank cells?
   To hide rows that contain any blank cells, proceed with these steps:
   1. Select the range that contains empty cells you want to hide.
   2. On the Home tab, in the Editing group, click Find & Select > Go to Special.
   3. In the Go to Special dialog box, select the Blanks radio button, and click OK. This will select all empty cells in the range.
   4. Press Ctrl + 9 to hide the corresponding rows.

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

   Start with, select the cell range where you want to apply Conditional Formatting.
   Now, open the Home tab >> from Conditional Formatting >> go to Highlight Cells Rules >> select Duplicate Values
   From there select Format cells that contain: and values with and select Custom Format
   Another dialog box will pop up to choose the format.
   From there you can select any colour, but to hide duplicates you will need to choose the colour of your cell (same background colour).
   Now, click OK on the first dialog box of Duplicate Values.
   Therefore, all the duplicate's values are hidden including the first occurrence.