Advance Excel Assignment 4

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

Ans:-The menu and grouping of commands found under Insert and Delete command are

(a)Insert cells (b) Insert sheet Rows (c) Insert sheet Columns (d) Insert sheet

Under DELETE command

(a)Delete cells (b) Delete sheet Rows (c)Delete sheet columns (d)Delete sheet

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

Ans:-If the row height and column width are set to 0(zero) then the cell changes to a point. We can say that cell almost vanishes and it becomes quite difficult to insert any value in it.

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

Ans:-To change the height and width in a cell depends to user to user as per his needs.

If he/she has has to enter some big words he/she can change the width of the cell,it can be done under Home button->Format. Change height and width as per one’s requirement.

4. What is the keyboard shortcut to unhide rows?

Ans:-The shortcut key to unhide rows is CLTRL+SHIFT+9.It can also done by right click on the row and unhide.

5. How to hide rows containing blank cells?

Ans:-With the **Go To Special** function, you can select the blank cells first and then apply the short cut keys to hide the rows which contain blank cells. Please do with following steps:

**1**. Select the data range which contains the blank cells you want to hide.

**2**. Then click**Home** >**Find & Select** > **Go To Special**.

**3**. And in the **Go To Special**dialog, select **Blanks** option, and then click **OK** button.

**4**. All of the blank cells in the selection have been selected

**5**. Then you can press **Ctrl + 9** keys together to hide the rows which have blank cells.

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

Ans:- The steps to hide duplicate values using conditional formatting in Excel are as follows

(1)To start with, select the cell range where you want to apply conditional formatting.

(2)Now, open the Hometab >> from Conditional Formatting>> go to Highlight CellsRule**s** >> select Duplicate Values

(3)A dialog boxwill pop up.

(4)From there select Format cells that contain**:**and values with.

(5) I selected Duplicates in Format cells that containand Custom Formatin values with

(6)Another dialog boxwill pop up to choose the format.

(7)From there you can select any color, but to hide duplicates you will need to choose the color of your cell (same background color).