Advance Excel Assignment 4

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

**Home Tab**

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

It hides both row and column.

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

Yes, It is necessary to change height and width in a cell, because sometimes we have long/lengthy data in that way some of the data will be hidden.

1. What is the keyboard shortcut to unhide rows?

CTRL+SHIFT+9

1. How to hide rows containing blank cells?

First select all the cells by press **CRTL+A**, then go to **home tab** and click on **Find & Select** in that select **Go to special** and select **blanks** and click **OK**. Lastly press **CRTL+9** to hide the row contains blank cells.

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

First select all the cell values and select **Conditional format** in home tab. then select **Highlight cells rules** > select **Duplicate values** then a small dialogue box opens, in that select **Custom format** on second drop down, after there will be another dialogue box opens, in that select **white colour** in colour option, I click **OK** and finally click **OK**. then all the duplicate cells are hide.