**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 Microsoft Excel, the Insert and Delete command can be found in the “Home” tab, specifically in the “Cells” group, Here’s a breakdown:

|  |  |
| --- | --- |
| Insert Command | Delete Command |
| Tab: Home | Tab: Home |
| Group: Cells | Group: Cells |
| Command: Insert | Command: Delete |

These commands are commonly used for inserting or deleting cells, rows, or columns in an Excel Worksheet.

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

Setting the row height or column width to 0(zero) in Microsoft effectively hides the row and column.

* Hiding rows (Setting Row height to 0)

If you set the row height to 0, the entire row becomes hidden, and you won’t see any of the cells or data in that row.

The row is still there, but it is not visible on the worksheet.

* Hiding columns (Setting columns width to 0)

If you set the column width to 0, the entire column becomes hidden, and you won’t see any of the cells or data in that column.

The column is still there, but it is not visible on the worksheet.

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

It is necessary to change the height and width in a cell to fit the data. Excel by default provide equal width and height with respect to column 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.

1. What is the keyboard shortcut to unhide rows?  
   ctrl+shift+9
2. How to hide rows containing blank cells?  
    First of all, select any cell in your dataset and press Ctrl+A to select all used cells.

Secondly, go to the Home tab and Click on Find & Select, A drop-down menu will appear.

Select Go to Special from there. It will open the Go To Special window.

In the Go to Special window, select Blanks and click ok to proceed.

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

* Select the range we want to hide duplicates.
* Then click conditional formatting->highlight cells->Duplicate values under Home Tab.
* In the Duplicate values dialog box, select custom format in the values with drop-down list, then click the ok button.
* In the Format cells dialog box, go to the font tab, and in the color drop-down list, choose a font color which matched the background color of your selected range cell. And finally click the ok button.
* When it returns to the duplicate values dialog box, click the ok button
* Now all duplicate records in selected columns are hidden immediately.