Assignment 4

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

Ans. Home cells insert/delete.



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

Ans. That particular row or column will **hide.**

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

Ans. We need to change the height and width in a cell to:-

* To **fit** our data properly we have to adjust height and width of the cells according to our text.

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.So it is necessary to change it so that all the entered data could be displayed in the cell.

1. What is the keyboard shortcut to unhide rows?

Ans**. ctrl + shift + 9**

1. How to hide rows containing blank cells?

Ans. select the row by clicking on its heading :-

**Method 1- hide rows using the ribbon**

* Go to the *home tab > cells group,* and click the Format button.
* Under visibility, point to *hide & unhide*, and then select Hide rows.

Alternatively, you can click *home tab > format > row height* … and type 0 in *the row height box*.

**Method 2- hide rows using the right click menu**

* Right click the selected rows, and then click Hide.

Shortcut to hide row- **ctrl ­­+ 9**

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

Ans. select the data > click DATA in ribbon > remove duplicates.

OR

Select data > home > cells > conditional formatting > new rule > use a formula > put formula of showing similar cells equal =c2=c3> format > select white colour and u will be able to hide the duplicate without actually removing it.

