**Advance Excel Part 4**

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

You’ll find the Insert and Delete commands under the Home tab on the ribbon, in the Cells group. Insert can be used to add cells, rows, columns, or even entire sheets, while Delete allows you to remove cells, rows, columns, or sheets.

**2. 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 hides the row or column. For a row with a height of 0, the row will become invisible in the sheet, essentially hidden from view. The same applies to a column with a width of 0. To view it again, you’d need to unhide the row or column.

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

Yes, adjusting cell height and width is often necessary for the following reasons:

- Readability: To make sure text or data fits within the cell and is fully visible.

- Formatting: Sometimes, larger cells are needed to accommodate formatting styles, images, or longer data entries.

- Aesthetics: For a cleaner, more organized appearance, especially in reports or dashboards.

Adjusting height and width can make your spreadsheet easier to work with and visually appealing.

**4. What is the keyboard shortcut to unhide rows?**

The keyboard shortcut to unhide rows is Ctrl + Shift + 9. To unhide a specific set of rows, select the rows above and below the hidden ones, then press Ctrl + Shift + 9.

**5. How to hide rows containing blank cells?**

To hide rows with blank cells, follow these steps:

- Select the range of cells that may contain blanks.

- Go to the Home tab, click on Find & Select, and then choose Go To Special.

- In the dialog box, select Blanks and click OK. This will highlight all blank cells in the selected range.

- Right-click on one of the highlighted blank cells, choose Hide, and this will hide all rows containing blank cells within your selected range.

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

To hide duplicate values using conditional formatting, you can follow these steps:

- Select the range of cells where you want to identify duplicates.

- Go to the Home tab, click on Conditional Formatting, then choose Highlight Cells Rules > Duplicate Values.

- In the dialog box that appears, specify the formatting you’d like for duplicate values (you can choose to use white text to effectively "hide" them).

- After applying the rule, duplicate values will appear hidden if you've chosen white text on a white background. Alternatively, you can remove duplicates or filter them out if you want to truly hide or exclude duplicates from view.