***Advance Excel Assignment 4***

**QUES1. To use the ribbon commands, what menu and grouping of commands will you find the Insert and Delete command?**

**ANS-1. Following are the tabs in the excel ribbon. Home: This is the most popular bar and displayed by default when excel is opened. This tab contains the basic Clipboard commands, formatting commands, style commands, commands to insert and delete rows or columns, plus an assortment of worksheet editing commands.**

* **UNDER INSERT COMMAND-: UNDER DELETE COMMANDS-:**
* **INSERT CELLS DELETE CELLS**
* **INSERT SHEET ROWS DELETE SHEET ROWS**
* **INSERT SHEET COLUMNS DELETE SHEET COLUMNS**
* **INSERT SHEETS DELETE CELLS**

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

**ANS-2. EXCEL WILL HIDE THE ROW AND COLUMN.**

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

**ANS-3. It is necessary to change width and height in excel to fit the data. 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.**

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

**ANS-4.**

1. **To unhide all rows, click and drag with the mouse to highlight rows 1 to 7.**
2. **Press and hold down the Ctrl and the Shift keys on the keyboard.**
3. **Press and release the number 9 key without releasing the Ctrl and Shift keys. The hidden row(s) will become visible.**

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

**ANS-5. Hide rows if cell is blank with Go To Special function**

1. **Select the data range which contains the blank cells you want to hide.**
2. **Then click Home > Find & Select > Go To Special, see screenshot: ...**
3. **And in the Go To Special dialog, select Blanks option, and then click OK button.**

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

**ANS-6. Hide Duplicate Values**

1. **Select range A2:A5.**
2. **On the Ribbon's Home tab, click the Conditional Formatting button, then click New Rule.**
3. **Click Use a Formula to Determine Which Cells to Format.**
4. **For the formula, enter. =A2=A1.**
5. **Click the Format button.**
6. **Select a font colour to match the cell colour.**
7. **Click OK, click OK.**