**Advance Excel Assignment 4**

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

Ans- To use the ribbon commands for inserting and deleting in Excel, you will typically find them under the "Home" tab in the "Cells" grouping. Specifically:  
  
**a) Insert**: Under the "Home" tab, look for the "Cells" grouping. The "Insert" command is typically located within this grouping. It usually appears as a button with an icon depicting a downward-pointing arrow next to a horizontal line.  
**b) Delete**: Similarly, under the "Home" tab, within the "Cells" grouping, you'll find the "Delete" command. This command is often represented by a button with an icon showing a large "X" symbol.

These commands provide options for inserting or deleting cells, rows, columns, or sheets in an Excel workbook.

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

Ans- If you set a row height or column width to 0 (zero) in Excel, the row or column will become hidden. However, please note that setting the row height or column width to 0 will not completely delete the row or column, it will simply make it invisible.

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

Ans- Yes, there is a need to change the height and width of a cell in Excel for reasons such as improving readability, accommodating content, aligning data, emphasizing important information, and ensuring proper formatting for printing.

1. What is the keyboard shortcut to unhide rows?

Ans- In Excel, the keyboard shortcut to unhide rows is:  
Ctrl + Shift + 9

1. How to hide rows containing blank cells?

Ans- To hide rows containing blank cells in Excel, you can use the following steps:  
  
1. Select the range of rows that you want to check for blank cells. You can select specific rows or the entire worksheet.  
2. Go to the "Home" tab on the Excel ribbon.  
3. In the "Editing" group, click on "Find & Select."  
4. Select "Go To Special" from the dropdown menu.  
5. In the "Go To Special" dialog box, select "Blanks" and click "OK." This will select all blank cells within the range you previously selected.  
6. With the blank cells selected, right-click on one of the row numbers (on the left side of the Excel window) corresponding to the selected cells.  
7. Choose "Hide" from the context menu.

This process will hide all rows that contain at least one blank cell within the selected range. Any rows with no blank cells will remain visible.

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

Ans- To hide duplicate values using conditional formatting in Excel, follow these steps:  
  
1. Select the Range: Highlight the range of cells that you want to check for duplicates.  
2. Open Conditional Formatting: Go to the "Home" tab on the Excel ribbon.  
3. Choose Conditional Formatting: Click on the "Conditional Formatting" option in the toolbar.  
4. Select Highlight Cells Rules: From the dropdown menu, choose "Highlight Cells Rules."  
5. Choose Duplicate Values: Click on "Duplicate Values" from the submenu.  
5. Set Formatting: In the Duplicate Values dialog box, specify the formatting options for the duplicate values. You can choose the formatting style you prefer, such as changing the font color, fill color, or adding a border.  
6. Apply Formatting: Click "OK" to apply the conditional formatting. Excel will highlight all duplicate values in the selected range according to the formatting options you specified.  
7. Hide Duplicate Values: After applying conditional formatting, you can hide the duplicate values by applying a filter to the column and filtering out the highlighted cells. To do this, click on the filter icon in the column header, and then uncheck the checkbox for the highlighted value. This will hide the rows containing duplicate values.  
By following these steps, you can easily identify and hide duplicate values in Excel using conditional formatting.

