

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: In Insert>Cells we find Insert and Delete command.

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

Ans: Excel will hide the row.

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

Ans: 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. It is necessary to change the rows and columns height and width to have a good presentation in excel. Few other cells width and height needs to be reduced so that it represents a smaller amount of data such as Gender which accepts 'F' or 'M'.

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

Ans Ctrl+Shift+(

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

Ans This method allows you to get rid of empty rows in data, without actually deleting them.

1. Select the Data Columns containing blank or empty rows.
2. Make sure, you are on the Home tab > click on Sort & Filter option in the 'Editing' section and select the Filter option in the drop-down menu.
3. Once you click on Filter, all the data columns will have drop-down buttons. Click on the drop-down button for any data column > deselect Blanks in the Filter menu and click on OK.
4. This will hide all the blank rows in the data, without actually deleting them.

5. At any time, you can get back blanks rows in your data by clicking the Filter drop-down button > checking the blanks option and clicking on the OK button.
6. **What are the steps to hide the duplicate values using conditional formatting in excel?**

Ans:

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*
 - In Excel 2003, choose Format|Conditional Formatting
 - Then, from the first drop-down, choose *Formula Is*
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