

Advance Excel Assignment 4

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

In Microsoft Excel, to use the ribbon commands for inserting and deleting, you would typically find these commands in the "Home" tab of the ribbon under the "Cells" group. Here's how to locate them:

1. Insert:

- Go to the "Home" tab on the ribbon.
- Look for the "Cells" group.
- Within the "Cells" group, you will find the "Insert" command. This command allows you to insert cells, rows, or columns.

2. Delete:

- Similarly, in the "Home" tab on the ribbon.
- Within the "Cells" group, you will find the "Delete" command. This command allows you to delete cells, rows, or columns.

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

If you set the row height or column width to 0 (zero) in Excel, the row or column becomes hidden. While the row or column is technically still there, it becomes so narrow (in the case of a column) or so short (in the case of a row) that it appears invisible.

Here's how you can do it:

1. For Row:

- Right-click on the row number.
- Choose "Row Height."
- Enter 0 and click OK.

2. For Column:

- Right-click on the column letter.
- Choose "Column Width."
- Enter 0 and click OK.

3. Is there a need to change the height and width

cell? Why?

The need to change the height and width of cells in Excel depends on the specific requirements of your spreadsheet and the presentation of data. Here are some common reasons why you might need to change the height and width of cells:

In short, changing the height and width of cells in Excel is essential for:

1. **Display:** Ensuring that content fits within cells for optimal visibility.
2. **Formatting:** Enhancing the visual appearance and alignment of data.
3. **Printing:** Optimizing the layout for printing purposes.
4. **Merging Cells:** Accommodating merged content.

5. **Customization:** Tailoring the appearance of the spreadsheet to meet specific needs.
6. **Fit to Data:** Adjusting dimensions to fit content efficiently.

4. What is the keyboard shortcut to unhide rows?

The keyboard shortcut to unhide rows in Excel is:

Ctrl + Shift + 9

5. How to hide rows containing blank cells?

To hide rows containing blank cells in Excel, you can use the following steps:

1. **Select the Rows:**
 - Click on the row number on the left side to select the entire row or use the Shift key to select multiple rows.

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| 2. | Go to the "Home" Tab: |
| | <ul style="list-style-type: none">• Navigate to the "Home" tab on the Excel ribbon. |
| 3. | Find the "Editing" Group: |
| | <ul style="list-style-type: none">• Look for the "Editing" group. |
| 4. | Click on "Find & Select": |
| | <ul style="list-style-type: none">• Click on "Find & Select" within the "Editing" group. |
| 5. | Choose "Go To Special": |
| | <ul style="list-style-type: none">• Select "Go To Special" from the drop-down menu. |
| 6. | Select "Blanks": |
| | <ul style="list-style-type: none">• In the "Go To Special" dialog box, choose "Blanks" and click "OK." |
| 7. | Hide Selected Rows: |
| | <ul style="list-style-type: none">• Right-click on any selected row number.• Choose "Hide" from the context menu. |

This will hide the rows that contain blank cells in the selected range.

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

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

1. **Select the Range:**

- Highlight the range of cells where you want to identify and hide duplicate values.

2. **Go to the "Home" Tab:**

- Navigate to the "Home" tab on the Excel ribbon.

3. **Find the "Styles" Group:**

- Look for the "Styles" group.

4. **Click on "Conditional Formatting":**

- Click on "Conditional Formatting" within the "Styles" group.

5. **Choose "Highlight Cells Rules":**

- Hover over "Highlight Cells Rules" in the dropdown menu.

6. **Select "Duplicate Values":**

- Click on "Duplicate Values" in the sub-menu.

7. **Set Formatting Options:**

- In the "Duplicate Values" dialog box, you can choose a format (color, font, etc.) to highlight the duplicate values. This step is optional.

8. **Click "OK":**

- Click the "OK" button in the dialog box.

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