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) you can find an insert and inside insert tab u can find delete command.

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

ANS) If you set a row height or column width to 0 (zero), excel will hide the row and column

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

ANS) it is necessary to change the height and width in a cell in order to fit the data.

4. What is the keyboard shortcut to unhide rows?

ANS) Press and hold down the Ctrl and Shift keys on the keyboard.

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

ANS) To hide a row or rows by right-clicking:

1.   Select the row or rows you want to hide.
2.   Right-click and select Hide from the drop-down menu.

To hide a row or rows using a keyboard shortcut:

1.   Select the row or rows you want to hide.
2.   Press Ctrl + 9.

To hide a row or rows using the Ribbon:

1.   Select the row or rows you want to hide.
2.   Click the Home tab in the Ribbon.
3.   In the Cells group, click Format. A drop-down menu appears.
4.   Click Visibility, select Hide & Unhide and then Hide Rows.

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

ANS) To remove duplicate values, click **Data > Data Tools > Remove Duplicates**.