**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: Home menu and Cells subsection.

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

Ans: It will hide.

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

Ans: Yes, for proper visual.

1. What is the keyboard shortcut to unhide rows?

Ans: Ctrl + Shift + 9

1. How to hide rows containing blank cells?

Ans: Filter the blank cell and then hide them all by selecting all rows.

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

Ans: steps to hide duplicate values using conditional formatting:

* + - Select the cells you want to check for duplicates.
* Click Home > Conditional Formatting > Highlight Cells Rules > Duplicate Values.
* Filter Highlighted cells and then hide all.

