**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 – when you open workbook on the other hand show cells group which is cover insert or delete option command.**

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

**Ans- Its shows blank sheet when we change formatting.**

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

**Ans- Yes, When the sentence is more & cell height and width is less then we change formatting and looks better clean see every word.**

1. What is the keyboard shortcut to unhide rows?

**Ans- Press and hold down the Ctrl and the Shift keys on the keyboard. Press and release the number 9 key without releasing the Ctrl and Shift keys. The hidden row(s) will become visible**

1. How to hide rows containing blank cells?

**Ans- Press and hold down the Ctrl and the Shift keys on the keyboard. Press and release the number 0 key without releasing the Ctrl and Shift keys. The hidden row(s) will become visible**

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

**Ans- Select Data Ribbon -> Advance - > select range - > criteria -> check box click unique -> ok**

