**Advance Excel Assignment 4**

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

The Ribbon is Excel's command menu interface. In the Home menu on the right side Insert available and under Home menu upper right side row Delete available.

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

column will be hidden.

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

Usually by default Excel provides a equal height and width in a cell, but sometimes we have bigger string or large values we have to change according to our needs for better error free works otherwise some rows or column data will be hidden.

1. What is the keyboard shortcut to unhide rows?

Ctrl + Shift + 9.

1. How to hide rows containing blank cells?

Select row right click and hide.

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

* Select the range you want to hide duplicates. ...
* Then click Conditional Formatting > Highlight Cells Rules > Duplicate Values under Home tab.
* In the Duplicate Values dialog box, select Custom Format in the values with drop-down list, and then click the OK button.