Advance Excel Assignment 4

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

Right Click menu

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

If set height of row 0 (zero) the row gets hidden.

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

Yes, sometimes It is necessary to change width and height in excel to fit the data in the row.

# 4. What is the keyboard shortcut to unhide rows?

Shortcut key to hide Row: Ctrl + 9.

Shortcut key to hide Row: Ctrl + Shift + 9.

# 5. How to hide rows containing blank cells?

To hide rows that contain any blank cells, proceed with these steps:

1. Select the range that contains empty cells you want to hide.

2. On the Home tab, in the Editing group, click Find & Select > Go to Special.

3. In the Go to Special dialog box, select the Blanks radio button, and click OK. This will select all empty cells in the range.

Press Ctrl + 9 to hide the corresponding rows.

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

Steps to hide duplicates using Conditional Formatting:

hide duplicates using **Highlight Duplicates**.

1. To start with, select the cell range where you want to apply **Conditional Formatting**.

⏩ A **dialog box**will pop up.

From there select **Format cells that** **contain**and **values with**.

2. select **Duplicates**in **Format cells that** **contain**and **Custom Format**in **values with**

⏩ Another **dialog box**will pop up to choose the format.

1. From there you can select any color, but to hide duplicates you will need to choose the **color of your cell** (same background color).

⏩ As my used cell color is **White**so I selected the color **White** then click **OK**.

➤ Now, click **OK**on the first **dialog box**of **Duplicate Values**.

Therefore, all the duplicates’ values are hidden including the first occurrence.