

## 2. Select Blanks and click OK.

| Go To Special  | ? 💌                 |  |  |  |
|----------------|---------------------|--|--|--|
| Select         |                     |  |  |  |
| Comments       | Row differences     |  |  |  |
| Constants      | Column differences  |  |  |  |
| Eormulas       | Precedents          |  |  |  |
| ✓ Numbers      | Dependents          |  |  |  |
| ✓ Text         | Oirect only         |  |  |  |
| ✓ Logicals     | All levels          |  |  |  |
| ✓ Errors       | Last cell           |  |  |  |
| Blanks         | Visible cells only  |  |  |  |
| Current region | Conditional formats |  |  |  |
| Current array  | Data validation     |  |  |  |
| Objects        | All                 |  |  |  |
|                | Same                |  |  |  |
|                | OK Cancel           |  |  |  |

Excel selects the blank cells.

| E  | B4 ▼ ( <i>f</i> <sub>x</sub> |            |            |                   |            |                   |   |
|----|------------------------------|------------|------------|-------------------|------------|-------------------|---|
|    | А                            | В          | С          | D                 | E          | F                 | G |
| 1  | ID                           | Question 1 | Question 2 | <b>Question 3</b> | Question 4 | <b>Question 5</b> |   |
| 2  | 1                            | NO         | YES        | NO                | NO         | NO                |   |
| 3  | 2                            | NO         | NO         | NO                | NO         | NO                |   |
| 4  | 3                            |            |            |                   |            |                   |   |
| 5  | 4                            | YES        | NO         | NO                | NO         | NO                |   |
| 6  | 5                            | YES        | YES        | YES               | NO         | NO                |   |
| 7  | 6                            | NO         |            | YES               | NO         | NO                |   |
| 8  | 7                            | NO         | YES        | YES               | NO         | YES               |   |
| 9  | 8                            | YES        | YES        | NO                | NO         | YES               |   |
| 10 | 9                            | YES        | NO         | NO                |            | NO                |   |
| 11 | 10                           | NO         | YES        | NO                | YES        | YES               |   |
| 12 | 11                           | NO         |            | YES               | NO         | YES               |   |
| 13 | 12                           | NO         | YES        | NO                | YES        | YES               |   |
| 14 |                              |            |            |                   |            |                   |   |

3. On the Home tab, click Delete, Delete Sheet Rows

| terenterenterenterenterenterenterentere | sert Delete       |                    | Σ AutoSum ▼<br>Fill ▼<br>Clear ▼ | ZU<br>Sort & | Find &<br>Select * |
|---|-------------------|--------------------|----------------------------------|--------------|--------------------|
|   | P 1               | <u>D</u> elete Cel | ls                               | ting         |                    |
|   | Delete Sheet Rows |                    |                                  |              |                    |
| U                                       | ۱ 🕊               | Delete She         | eet <u>C</u> olumns              |              | γ                  |
|   | I 🕅               | Delete <u>S</u> he | eet                              |              |                    |

## Result:

| A  | A1 • fx ID |            |            |            |            |                   |   |
|----|------------|------------|------------|------------|------------|-------------------|---|
| 1  | А          | В          | С          | D          | E          | F                 | G |
| 1  | ID .       | Question 1 | Question 2 | Question 3 | Question 4 | <b>Question 5</b> |   |
| 2  | 1          | NO         | YES        | NO         | NO         | NO                |   |
| 3  | 2          | NO         | NO         | NO         | NO         | NO                |   |
| 4  | 4          | YES        | NO         | NO         | NO         | NO                |   |
| 5  | 5          | YES        | YES        | YES        | NO         | NO                |   |
| 6  | 7          | NO         | YES        | YES        | NO         | YES               |   |
| 7  | 8          | YES        | YES        | NO         | NO         | YES               |   |
| 8  | 10         | NO         | YES        | NO         | YES        | YES               |   |
| 9  | 12         | NO         | YES        | NO         | YES        | YES               |   |
| 10 |            |            |            |            |            |                   |   |

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