1. To use the ribbon commands, what menu and grouping of commands will you

find the Insert and Delete command?

Ans Home: This is the most popular bar and displayed by default when excel is opened. This tab contains the basic Clipboard commands, formatting commands, style commands, commands to insert and delete rows or columns, plus an assortment of worksheet editing commands.

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

column?

Ans- if you set the row height to 0 (zero), Excel will hide the row.

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

Ans- It is necessary to change width and height in excel to fit the data. Excel by default provide equal width and height with respect to columns and rows. Whenever we enter a lengthy data, few characters will get displayed and other will be present inside the cell but will be hidden to the user.

4. What is the keyboard shortcut to unhide rows?

Ans-

To unhide all rows, click and drag with the mouse to highlight rows 1 to 7.

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.

5. How to hide rows containing blank cells?

Select the data range which contains the blank cells you want to hide.

Then click Home > Find & Select > Go To Special, see screenshot: ...

And in the Go To Special dialog, select Blanks option, and then click OK button.

6. What are the steps to hide the duplicate values using conditional formatting in

excel?

Ans- 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.