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

find the Insert and Delete command?

Ans - To use the ribbon commands for Insert and Delete, you will find them in the "Home" tab under the "Cells" group.

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

column?

Ans -   
If you set a row height or column width to 0 (zero), the row or column effectively becomes hidden. While the row or column still exists in the worksheet, it becomes invisible, making any content within it inaccessible until the height or width is adjusted back to a nonzero value.

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

Ans - Yes, there is a need to change the height and width of cells in Excel for better visibility, readability, formatting, alignment, printing, and handling merged cells.

Q. What is the keyboard shortcut to unhide rows?

Ans - Ctrl + Shift + 9

Q. How to hide rows containing blank cells?

Ans - Select the range of rows.

1. Press **Ctrl + G**.
2. Click "Special...".
3. Select "Blanks" and click "OK".
4. Right-click on any of the selected blank cells.
5. Choose "Hide" from the context menu.

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

excel?

Ans - Select the range of cells where you want to apply the conditional formatting.

1. Go to the "Home" tab on the Excel ribbon.
2. Click on "Conditional Formatting" in the "Styles" group.
3. Choose "Highlight Cells Rules" from the dropdown menu.
4. Select "Duplicate Values" from the submenu.
5. In the "Duplicate Values" dialog box, choose the formatting style you prefer from the "Format cells that are" dropdown menu.
6. Click "OK" to apply the conditional formatting.