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

Open Excel and open a worksheet.

Click on the "Home" tab in the Excel ribbon. It is usually located at the top-left corner of the Excel window.

Look for the "Cells" group in the "Home" tab. It is commonly located towards the right side of the ribbon.

Within the "Cells" group, you will find the Insert and Delete commands represented by icons or buttons.

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

Row Height: If you set the row height to 0, the entire row will collapse, and its content will be hidden. The row will not take up any space on the worksheet, and you won't be able to see any data or formatting in that row. However, the data in the hidden row will still exist and can be referenced in formulas or calculations.

Column Width: If you set the column width to 0, the entire column will collapse, and its content will be hidden. The column will not take up any space on the worksheet, and you won't be able to see any data or formatting in that column. Similarly, the data in the hidden column will still exist and can be referenced in formulas or calculations.

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

Formatting and Readability, Accommodating Content, Aesthetics and Presentation, Printing and Page Layout, Merging Cells.

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

"Ctrl" + "Shift" + "9"

**5. How to hide rows containing blank cells?**

Select the entire column by clicking on the column letter at the top of the Excel window.

Click on the "Home" tab in the Excel ribbon.

In the "Editing" group, click on the "Find & Select" button, then choose "Go To Special" from the dropdown menu.

In the "Go To Special" dialog box, select the option "Blanks" and click on the "OK" button. This will select all the blank cells within the selected column.

Right-click on one of the selected blank cells and choose "Hide" from the context menu.

The rows containing the selected blank cells will be hidden, and only the non-blank rows will be visible.

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

**excel?**

Select the range of cells where you want to apply the conditional formatting to hide duplicate values.

Go to the "Home" tab in the Excel ribbon.

In the "Styles" group, click on "Conditional Formatting" and then select "Highlight Cells Rules."

From the dropdown menu, choose "Duplicate Values."

In the "Duplicate Values" dialog box, you can choose the formatting style you prefer to highlight the duplicates. To hide the duplicate values, select a formatting option that makes the text color and background color the same, effectively blending the duplicate values with the background.

Click on the "OK" button to apply the conditional formatting.