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

**find the Insert and Delete command?**

In Excel, to access the Insert and Delete commands from the ribbon:

**Menu:**

Navigate to the "Home" tab on the ribbon.

**Grouping of Commands:**

Look for the "Cells" group.

Within this group, you'll find options for "Insert" and "Delete" commands, allowing you to insert or delete cells, rows, or columns in your worksheet.

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

**column?**

If you set a row height or column width to 0 (zero) in Excel, the row or column effectively becomes hidden. It won't be visible in the worksheet, but the data in that row or column will still be present and can be accessed or modified. This feature can be useful for hiding data that you don't want to display without deleting it entirely.

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

Changing the height and width of cells in Excel can be necessary for several reasons:

**Improved Readability:** Adjusting the height of rows and the width of columns can enhance the readability of your spreadsheet, especially when dealing with large amounts of data.

**Formatting:** Resizing cells allows you to better format your data, ensuring that it fits neatly within the cells without being cut off or truncated.

**Alignment:** Properly sized cells can help align data more effectively, making your spreadsheet look more organized and professional.

**Aesthetic Appeal:** Adjusting cell dimensions can also contribute to the overall aesthetic appeal of your spreadsheet, creating a more visually pleasing layout.

Overall, while it may not always be necessary to change the height and width of cells, doing so can greatly improve the clarity, organization, and appearance of your Excel worksheets.

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

The keyboard shortcut to unhide rows in Excel is:

Ctrl + Shift + 9

This shortcut is used to unhide the selected rows or to unhide all hidden rows in the current selection.

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

To hide rows containing blank cells in Excel, you can use the following steps:

Select the rows that you want to hide. You can do this by clicking on the row numbers on the left side of the Excel window.

Right-click on one of the selected row numbers.

In the context menu that appears, choose "Hide" from the options.

This will hide the selected rows containing blank cells. If you have multiple rows with blank cells scattered throughout your worksheet, you may need to repeat this process for each set of rows you want to hide. Alternatively, you can use filters to hide rows with blank cells.

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

**excel?**

Select the range of cells that contains the data with potential duplicates.

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

Click on the "Conditional Formatting" option in the "Styles" group.

Choose "Highlight Cells Rules" from the dropdown menu.

Select "Duplicate Values..." from the submenu.

In the "Duplicate Values" dialog box, choose a formatting style to apply to the duplicate values, or customize the format as needed.

Click "OK" to apply the conditional formatting.

Excel will now highlight or format any duplicate values within the selected range according to the conditional formatting rules you specified. You can choose to hide the duplicates by using a format that matches the cell background colour with the font colour or by applying a custom format that makes the text invisible.