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

**Ans**: We’ll find the "Insert" and "Delete" commands in the "Home" tab, specifically in the "Cells" group. They are under the "Insert" and "Delete" drop-down menus.

1. 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 or column width to 0, the row or column becomes hidden. It essentially makes the row or column invisible within the worksheet.

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

**Ans**: Yes, changing the height and width of a cell can be necessary for formatting purposes. Adjusting the height accommodates the content within the cell, preventing text from being cut off. Adjusting the width ensures that the entire content is visible without wrapping

1. What is the keyboard shortcut to unhide rows?

**Ans**: The keyboard shortcut to unhide rows is Ctrl + Shift + 9. This command reveals any hidden rows within the selected range.

1. How to hide rows containing blank cells?

**Ans**: Select the rows you want to hide, right-click, choose "Hide," and only the rows with entirely blank cells will be hidden. Alternatively, you can use a filter to display only non-blank rows.

1. What are the steps to hide the duplicate values using conditional formatting in excel?

**Ans**: Go to the "Home" tab -> Click on "Conditional Formatting" -> Choose "Highlight Cells Rules" -> select "Duplicate Values."

In the "Duplicate Values" dialog box, choose a formatting style (to hide) for the duplicate values.

Click "OK" to apply.