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

find the Insert and Delete command?

The Insert and Delete commands can be found in two places: you can find them under the Home menu in the ribbon or with a right-click of your mouse.

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

column?

The rows and columns will be hidden and invisible to the user

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

No, because the excel would have default kept the standard height of a cell.

1. What is the keyboard shortcut to unhide rows?

Ctrl + Shift + 9

1. How to hide rows containing blank cells?

Select the cell – Home tab – format – hide/unhide

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

excel?

1. Select the range you want to hide duplicates
2. Conditional Formatting - Highlight Cells Rules - Duplicate Values under Home tab
3. In the Duplicate Values dialog box, select Custom Format in the values with drop-down list, and then click the OK button.S