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

In the Microsoft Excel, the "Insert" and "Delete" commands can be found in the "Home" tab of the ribbon menu, under the "Cells" group in Excel, the "Slides" group in PowerPoint, and the "Tables" group in Word. The exact location of the commands may vary slightly depending on the version of Office that you are using.

**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), the row or column will become hidden in Excel.

This means that you won't be able to see or select the row or column, and any data or formatting in the hidden row or column won't be visible or affect the calculations in your worksheet. However, the data in the hidden row or column is not deleted or removed, and it can be made visible again by adjusting the row height or column width back to a nonzero value.

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

Yes, there can be a need to change the height and width of a cell in certain situations.

Changing the height of a row or the width of a column can be helpful for a few reasons:

1. To fit the content: If the text or data in a cell is too large to fit in the default cell size, adjusting the row height or column width can make the content visible without needing to adjust the font size.
2. To improve readability: By making a cell taller, you can increase the amount of white space between rows, which can make it easier to read and distinguish between different rows of data. Similarly, widening a column can help to reduce the amount of text wrapping within cells, making the data easier to read.
3. To format a table: Adjusting the height and width of cells can be useful for formatting tables, particularly if you want to make certain rows or columns stand out, or if you want to create a specific visual effect with your data.
4. Overall, changing the height and width of cells is a useful tool that can improve the readability and presentation of your data in Excel.

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

The keyboard shortcut to unhide rows in Excel is "Ctrl + Shift + 9".

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

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

1. Select the rows that you want to check for blank cells. You can select multiple rows by clicking and dragging over the row numbers on the left side of the worksheet.
2. Click on the "Find & Select" button in the "Editing" group on the "Home" tab of the ribbon menu, then choose "Go To Special" from the dropdown menu.
3. In the "Go To Special" dialog box, select the "Blanks" option, then click "OK". This will select all of the blank cells in the selected rows.
4. Right-click on one of the selected cells and choose "Hide" from the context menu. This will hide all of the selected rows that contain at least one blank cell.
5. To unhide the rows later, you can select the rows above and below the hidden rows, right-click on the selection, and choose "Unhide" from the context menu.

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

To hide the duplicate values using conditional formatting in Excel, you can use the following steps:

1. Select the range of cells that you want to check for duplicate values. You can select a single column or multiple columns depending on your needs.
2. Click on the "Conditional Formatting" button in the "Styles" group on the "Home" tab of the ribbon menu, then choose "Highlight Cells Rules" and "Duplicate Values" from the dropdown menus.
3. In the "Duplicate Values" dialog box, choose "Custom Format" from the "Format" dropdown menu.
4. In the "Custom Format" dialog box, choose the font colour and cell fill colour that you want to use to hide the duplicate values.
5. Click "OK" to close the "Custom Format" dialog box, then click "OK" again to close the "Duplicate Values" dialog box. The duplicate values in the selected range will now be hidden using the colours you chose in the "Custom Format" dialog box.