

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

In Excel, you can find the Insert and Delete commands on the "Home" tab of the ribbon. The specific grouping of commands may vary slightly depending on your version of Excel, but you should generally see the commands in the "Cells" group, which is typically located in the middle of the "Home" tab.

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 will become hidden, and its contents will also be hidden. This means that any data or formatting contained in the hidden row or column will not be visible or printed. However, the data and formatting in adjacent rows or columns will remain visible and unaffected.

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 cells in Excel for several reasons:

- ✓ Fit content to cell size: Sometimes, the contents of a cell may not fit within the default height or width of the cell. In such cases, you may need to adjust the height or width of the cell to fit the contents.
- ✓ Improve readability: If the contents of a cell are too small, it may be difficult to read, especially if the data is numerical or contains text with small font sizes. In such cases, you can increase the height or width of the cell to improve readability.
- ✓ Formatting: Adjusting the height or width of cells can be useful for formatting purposes, such as aligning cells, creating borders, or improving the visual appearance of the worksheet.
- ✓ Printing: Changing the height and width of cells can be important when printing your worksheet. You may need to adjust the size of cells to fit the paper size, or to ensure that the printed copy is readable.

4. What is the keyboard shortcut to unhide rows?

Ctrl + Shift + 9

To use this shortcut, select the row above and below the hidden row(s) that you want to unhide. Then press the Ctrl, Shift, and 9 keys simultaneously. This will unhide the selected row(s) and make them visible.

5. How to hide rows containing blank cells?

Select the range of cells or the entire worksheet that you want to check for blank cells.

- ✓ Go to the "Home" tab on the ribbon and click on the "Find & Select" button in the "Editing" group.
- ✓ Click on "Go To Special" in the drop-down menu.
- ✓ In the "Go To Special" dialog box, select the "Blanks" option and click "OK". This will select all of the blank cells in the selected range.
- ✓ Right-click on any of the selected cells and click on "Hide" in the context menu.

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

Select the range of cells that you want to check for duplicates.

- ✓ Click on the "Conditional Formatting" button in the "Styles" group on the "Home" tab of the ribbon.
- ✓ Select "Highlight Cells Rules" from the dropdown menu, and then click on "Duplicate Values" in the submenu.
- ✓ In the "Duplicate Values" dialog box, select the "Duplicate" option and choose a formatting style that you want to use to highlight the duplicate values. You can choose any color or style that you like.
- ✓ Click "OK" to close the "Duplicate Values" dialog box. This will apply the conditional formatting to highlight the duplicate values in your selected range.
- ✓ Now, select the range of cells again, and go to the "Data" tab on the ribbon.
- ✓ Click on the "Filter" button in the "Sort & Filter" group, and then click on the filter arrow in the column header of the column that you want to filter.
- ✓ In the filter dropdown menu, uncheck the checkbox next to "Select All" at the bottom of the list, and then check the checkbox next to "Unique Values" only.
- ✓ Click "OK" to apply the filter. This will hide all of the rows that contain duplicate values, and only show the rows with unique values.