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

**Ans:-**  “Home Tab”.

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

**Ans:-** “Excel will hide the row”.

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

**Ans:-** Yes, it is necessary to change to change the row and the height of the cell to fit the data. Excel default provide equal width and height for the cell. But sometimes the data is off to lengthy it will not fit in that default parameter.

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

**Ans:-** “CTRL + SHIFT + 9”

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

**Ans:-** Select the blank cells , on the home tab press the format option, the click the hide and unhide then hide rows.

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

**Ans:-**  1. Select the range of the data.

2. Click on “Conditional Formatting” > Highlight cell Rules > Duplicate Values.

3. In the duplicate values, select custom format > then ok.

4. Then in the font section select color and press ok.