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

find the Insert and Delete command?

To insert and delete commands, we can click on new tab under customized ribbon( File -> Options -> customized ribbon) . It can be changed to new group to create groups.   
Using Layout tab, we can add or remove rows.

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), It will hides the row or column.

3. Is there a need to change the height and width in a cell? Why?  
In excel, by default each cells will be having same length and size. If we enter lengthy data, data will not be fully visible. We need to change the height and width to fit the characters size and length.

4. What is the keyboard shortcut to unhide rows?

Shortcut to unhide rows: Ctrl+shift+9

5. How to hide rows containing blank cells?

* Select the range of cells that contains empty cells.
* On the Home tab, in the Editing group, click Find & Select > Go To Special.
* In the Go To Special dialog box, select the Blanks radio button, and click OK. This will select all empty cells in the range.
* Press Ctrl + 9 to hide the selected rows.

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

excel?

* Select the range where we want to hide the duplicate values.
* **Click on Conditional Formatting** > **Highlight Cells Rules** > **Duplicate Values** under **Home**tab
* In the **Duplicate Values** dialog box, select**Custom Format** in the v**alues with** drop-down list, and then click the **OK** button.
* In the **Format Cells** dialog box, go to the **Font** tab, and in the **Color** drop-down list, choose a font color which matches the background color of your selected range cell. And finally click the **OK** button.