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

Home: This is the most popular bar and displayed by default when excel is opened. This tab contains the basic Clipboard commands, formatting commands, style commands, commands to insert and delete rows or columns, plus an assortment of worksheet editing commands.

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

It hides the row or column.

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

It is necessary to change width and height in excel to fit the data.

Excel by default provide equal width and height with respect to columns and rows. It is necessary to change the rows and column’s height and width to have a good presentation in excel.

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

Ctrl+Shift+9.

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

Right click the selected rows, and then click Hide. OR ctrl+9

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

Click Home > Conditional Formatting > Highlight Cells Rules > Duplicate Values.