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

**Answer - Insert Command:**

**•** Menu: Look for the "Insert" tab on the ribbon.

• Grouping of Commands: The "Insert" tab typically contains groups related to adding various elements to your document, such as pages, tables, illustrations, links, and more.

**Delete Command:**

**•** Menu: The "Delete" command might not have a dedicated tab; instead, it is often found in context menus or in the "Home" or "Layout" tabs.

• Grouping of Commands: Look for commands related to editing or manipulating content. The "Delete" command is often associated with removing or deleting selected elements.

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

**Answer- Row Height:**

* + - Setting the row height to 0 hides the entire row. The content of the row is still present, but it won't be visible on the sheet.
    - This can be useful when you want to hide certain rows temporarily without deleting the data.

**Column Width:**

* + - Setting the column width to 0 hides the entire column. Similar to hiding rows, the content of the column is still present in the worksheet, but it won't be visible.
    - This feature is handy when you need to focus on specific data and temporarily remove irrelevant columns from the view.

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

**Answer –** We need to change heigh and width is because:

* + Text Alignment
  + Formatting and Presentation
  + Customizing Print Layout
  + Merging Cells
  + Resizing Images or Objects
  + Data Presentation
  + Managing Data Overflow

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

**Answer -** CTRL + SHIFT + 9 is the keyboard shortcut to unhide rows.

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

**Answer -** Click on the drop-down button for any data column > deselect Blanks in the Filter menu and click on OK. This will hide all the blank rows in the data, without actually deleting them.

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

**Answer –** Select the range> Home> conditional formatting> highlight cell rules> duplicate values and set formatting option and click ok.