

que1) To use the ribbon command, what menu and grouping of commands will you find the insert and delete command?

- Select any cell within the column, then go to Home > Insert > Insert Sheet Columns or Delete Sheet Columns.
- Select any cell within the row, then go to Home > Insert > Insert Sheet Rows or Delete Sheet Rows.

que2) If you set a row height or column width to zero, what happens to the row and column?

That particular row or column will be Hidden.

que3) Is there a need to change the height and width in a cell? Why?

Yes, by default all the cells have equal height and width. If the data entered in a cell is a lot, only some data will be shown and the rest of the data will be hidden(#####) and hash symbols will be shown.

que4) What is the keyboard shortcut to unhide rows?

CTRL + SHIFT + (

que5) How to hide rows containing blank cells?

CTRL + 9

que6) What are the steps to hide the duplicate values using conditional formatting in excel?

To hide the duplicate values

- Select the range in the data set to hide.
- In the home tab, click on the Conditional formatting > Highlight cell rules > Duplicate values.
- In the duplicate dialogue box select the custom format in drop down list, and click ok
- In the format cell dialogue box, go to the font tab, in the colour drop down list choose the background colour transparent, and click ok