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

find the Insert and Delete command?

Use ALT+ H + I to Insert and Use ALT + H + D

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

column?

Row and column becomes a hidden row and hidden column

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

We need to adjust the height and width of a cell according to the data, so that data appears correctly or it will showcase #### error.

4. What is the keyboard shortcut to unhide rows?

Ctrl + Shift + 9

5. How to hide rows containing blank cells?

1. Select the range that contains empty cells you want to hide.

2. On the Home tab, in the Editing group, click Find & Select > Go To Special.

3. In the Go To Special dialog box, select the Blanks radio button, and click OK. ...

4. Press Ctrl + 9 to hide the corresponding rows

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

In homeTab, select conditional formatting in styles ribbon , a dropdown showing options, select highlight cell values which contains duplicate values, a dialogue box appears stating format cells that contains select duplicate and in format settings change the cell color and word color to white.