Q1) To use the ribbon commands, what menu and grouping of commands will you find the Insert and Delete command?

Ans) In Excel, the Insert command includes options to insert cells, rows, columns, tables, and charts, while the Delete command includes options to delete selected cells, rows, columns, tables, and charts.

Q2) If you set a row height or column width to 0 (zero), what happens to the row and column?

Ans) The row or column will be hidden and not visible if row height set to zero.

Q3) Is there a need to change the height and width in a cell? Why?

Ans) Changing the height and width in a cell gives following benefits:

1. To fit the contents of the cell: When we enter text or numbers into a cell, the default size of the cell may not be enough to display the entire contents. By adjusting the height or width of the cell, you can ensure that all of the content is visible.

2.To improve readability: By making cells larger, we can improve the readability of your worksheet. This can be helpful when presenting data to others, or when working with large amounts of data that can be difficult to read if the cells are too small.

3.To create a specific layout: In some cases, when we want to adjust the size of cells to create a specific layout for your worksheet. For example, you may want to create a header row that is larger than the other rows to make it stand out.

Q4) What is the keyboard shortcut to unhide rows?

Ans) Ctrl + Shift + 9

Q5) How to hide rows containing blank cells?

Ans) start with Selecting the column where blank cells are present then,

1. Click on the Filter button in the Data tab of the ribbon to add drop-down arrows to the column headings.
2. Click on the drop-down arrow in the column heading and select the Blanks option. This will filter the column to show only the rows that contain blank cells.
3. Select all the visible rows by clicking the header of the first visible row, holding the Shift key, and clicking the header of the last visible row.
4. Right-click on any of the selected row headers and choose Hide from the context menu. This will hide all the selected rows that contain blank cells.
5. Remove the filter by clicking on the "Filter" button again.

Q6) What are the steps to hide the duplicate values using conditional formatting in excel?

Ans)

1. Select the range of cells for conditional formatting

2.Select Conditional Formatting from ribbon.

3. Select "Highlight Cells Rules" and then Duplicate Values from the dropdown menu.

4. In the "Duplicate Values" dialog box, select Duplicate under Format values where this value

5 Choose a formatting style to highlight the duplicate values with color or font

6. Click on ok to apply the conditional formatting.

7. Click on the "Data" tab of the ribbon, and then click on "Filter".

8. Click on the dropdown arrow in the column header and uncheck the box next to Select All. Then, check the box next to Blanks to filter out all the blank cells to show only blank values.

9.Select all the visible cells by clicking the header of the first visible cell, holding the "Shift" key, and clicking the header of the last visible cell.

10. Right-click on any of the selected cell headers and choose Hide from the context menu. This will hide all the selected cells that contain duplicate values.

11. remove the filter by clicking on the Filter button again.