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

In Excel, the Insert and Delete commands can be found in the "Cells" group of the "Home" tab on the ribbon menu.

To access the "Cells" group, first, click on the "Home" tab in the Excel ribbon. Then, look for the "Cells" group in the ribbon, which is typically located on the left side of the tab.

Within the "Cells" group, you will find a variety of commands related to inserting, deleting, and manipulating cells, columns, and rows. The "Insert" command is typically represented by an icon of a table with a down arrow, while the "Delete" command is typically represented by an icon of a table with a red X.

By clicking on these icons, you can access the Insert and Delete commands and perform operations such as inserting new rows or columns, deleting rows or columns, and shifting existing cells to accommodate new ones.

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

f you set a row height or column width to 0 (zero) in Excel, the row or column will become hidden, but it will not be deleted. The hidden row or column will be collapsed to a line, which is essentially an invisible row or column. You will not be able to see the contents of the hidden row or column, and it will not be included in any calculations or references.

To unhide a hidden row or column, you can select the adjacent rows or columns, right-click on the selection, and then choose "Unhide" from the context menu. Alternatively, you can use the "Format" option in the "Home" tab of the Excel ribbon to adjust the row height or column width to a value greater than zero.

Note that hiding rows or columns in Excel can be a useful way to make certain information temporarily invisible without deleting it. However, it is important to keep in mind that hidden rows or columns can still be accessed by anyone who knows how to unhide them, so they are not a secure way to protect sensitive data.

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

There can be a need to change the height and width of a cell in Excel for a variety of reasons, depending on the specific requirements of the worksheet or the preferences of the user. Here are some common reasons why you might need to change the height and width of a cell:

1. To make text fit: If the text in a cell is too long or too wide to fit within the default cell dimensions, you may need to adjust the height or width of the cell to accommodate the text.
2. To improve readability: Changing the height and width of a cell can help make the contents of the cell easier to read, especially if the contents are very small or very large.
3. To make the worksheet look more professional: Adjusting the height and width of cells can help to make the worksheet look more polished and professional, by ensuring that the contents of each cell are neatly aligned and spaced.
4. To create a specific layout or formatting effect: In some cases, you may want to adjust the height and width of cells to achieve a specific layout or formatting effect, such as creating a table or aligning text with images or other objects.

In summary, while there may not always be a need to change the height and width of cells in Excel, doing so can be a useful way to improve the readability, appearance, and functionality of a worksheet.

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

To unhide rows in Excel using a keyboard shortcut, you can use the following steps:

1. Select the rows above and below the hidden rows that you want to unhide.
2. Press the "Shift" key on your keyboard and then press the "Ctrl" key and the "9" key at the same time. Alternatively, you can also use the following keyboard shortcut to display the "Format Cells" dialog box, where you can adjust the row height and unhide hidden rows:
3. Select the row or rows that you want to unhide.
4. Press the "Ctrl" key and the "1" key at the same time to display the "Format Cells" dialog box.
5. In the "Format Cells" dialog box, select the "Row" tab, and then adjust the "Height" value to the desired height. To unhide the row, make sure that the "Hidden" checkbox is not selected.
6. Click "OK" to apply the changes.

Note that the first keyboard shortcut is generally faster and more efficient for unhiding rows, as it allows you to unhide multiple rows at once without needing to navigate through the "Format Cells" dialog box.

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

To hide rows containing blank cells in Excel, you can use the following steps:

1. Select the rows in your worksheet that you want to check for blank cells.
2. Click on the "Home" tab in the Excel ribbon menu.
3. In the "Editing" group, click on the "Find & Select" button, and then select "Go To Special" from the dropdown menu.
4. In the "Go To Special" dialog box, select the "Blanks" option, and then click "OK". This will select all the blank cells in the selected rows.
5. Right-click on one of the selected cells, and then click on "Hide" from the context menu. This will hide all the selected rows that contain blank cells.

Alternatively, you can also use a filtering option to hide rows containing blank cells. Here are the steps:

* Select the entire range of cells in your worksheet.
* Click on the "Data" tab in the Excel ribbon menu.
* In the "Sort & Filter" group, click on the "Filter" button.
* Click on the dropdown arrow next to the column that contains the cells you want to filter.
* Uncheck the box next to "Blanks" in the dropdown menu. This will hide all the rows that contain blank cells in that column.

Note that hiding rows in this way does not delete the rows, but simply hides them from view. To unhide the hidden rows, simply select the rows above and below the hidden rows, right-click on the selection, and then click on "Unhide" from the context menu.

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

To hide duplicate values using conditional formatting in Excel, you can use the following steps:

1. Select the range of cells in your worksheet that you want to check for duplicates.
2. Click on the "Home" tab in the Excel ribbon menu.
3. In the "Styles" group, click on the "Conditional Formatting" button, and then select "Highlight Cells Rules" from the dropdown menu.
4. Select "Duplicate Values" from the submenu.
5. In the "Duplicate Values" dialog box, choose "Duplicate" from the dropdown list, and then select the formatting style that you want to use for the duplicate values. You can choose to highlight the cells in a different color, bold, italicize, or strikethrough the duplicate values.
6. Click "OK" to apply the formatting to the cells.

This will highlight all the duplicate values in the selected range of cells with the formatting style you have chosen. To hide the duplicate values, you can then use the following steps:

1. Select the range of cells that you have just applied conditional formatting.
2. Click on the "Data" tab in the Excel ribbon menu.
3. In the "Sort & Filter" group, click on the "Filter" button.
4. Click on the dropdown arrow next to the column that you want to filter by.
5. In the dropdown menu, uncheck the box next to the duplicate value that you want to hide. This will filter the range of cells to show only the unique values.
6. Select the filtered cells, right-click, and then click on "Hide" from the context menu. This will hide all the rows that contain duplicate values.

Note that hiding rows in this way does not delete the rows, but simply hides them from view. To unhide the hidden rows, simply select the rows above and below the hidden rows, right-click on the selection, and then click on "Unhide" from the context menu.