1. To use the ribbon commands, what menu and grouping of commands will you find the Insert and Delete command?
2. Click on the Home tab in the Excel ribbon.
3. Look for the Cells group on the ribbon. The group is typically located towards the left side of the Home tab.
4. Click on the Insert command to open a drop-down menu that shows various options for inserting cells, rows, or columns.
5. Click on the Delete command to open a drop-down menu that shows various options for deleting cells, rows, or columns.

Alternatively, you can use keyboard shortcuts to access these commands. To insert cells, press Ctrl + Shift + "+". To delete cells, press Ctrl + "-".

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

If you set the row height or column width in Excel to 0 (zero), the row or column will be hidden from view. It will not be completely deleted or removed from the worksheet but will appear as if it is not there.

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

Yes, there may be a need to change the height and width of cells in Excel, depending on the data and formatting requirements of the worksheet. Changing the height and width of cells can make the data more readable and presentable, especially if the data in the cells is lengthy or if the cell content contains text that does not fit within the default cell size. Changing the cell height can also be useful when inserting images or graphs in the worksheet.

In addition, adjusting the height and width of cells can help in formatting the worksheet, such as aligning rows and columns or improving the overall look and feel of the worksheet.

1. What is the keyboard shortcut to unhide rows?

Press "Ctrl" + "Shift" + "9" on Windows or "Command" + "Shift" + "9" on Mac.

1. How to hide rows containing blank cells?

To hide rows containing blank cells in Excel, you can use the "Go To Special" command to select and then hide the blank rows. Here are the steps:

1. Select the range of cells that you want to work with.
2. Click on the "Find & Select" button in the "Editing" group on the Home tab.
3. Select "Go To Special" from the drop-down menu.
4. In the "Go To Special" dialog box, select "Blanks" and click "OK".
5. This will select all blank cells in the selected range. Right-click on one of the selected cells and choose "Hide".
6. This will hide all rows that contain blank cells.
7. What are the steps to hide the duplicate values using conditional formatting in excel?

To hide duplicate values using conditional formatting in Excel, follow these steps:

* Select the range of cells that you want to work with.
* Click on the "Conditional Formatting" button in the "Styles" group on the Home tab.
* Select "Highlight Cells Rules" and then click on "Duplicate Values".
* In the "Duplicate Values" dialog box, choose the formatting that you want to apply to the duplicate values, such as font color or background color.
* Click "OK" to close the dialog box.

This will highlight all the duplicate values in the selected range according to the formatting that you chose. To hide the duplicate values, you can apply a custom filter to show only the unique values in the range. Here are the steps:

* Select the range of cells that you want to work with.
* Click on the "Filter" button in the "Sort & Filter" group on the Home tab.
* Click on the drop-down arrow next to the column header for the column that you want to filter.
* In the drop-down menu, uncheck the box next to "Select All" and then check the box next to "Unique Values".
* Click "OK" to apply the filter.

This will hide all the rows in the range that contain duplicate values, leaving only the unique values visible. To remove the filter and show all the rows again, click on the "Filter" button and then click on "Clear Filter".