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

Answer: The tab named as “Home” which gets displayed by default when we open excel, contains options to delete / insert rows or columns .

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

Answer: We set value of 0 to either column width or row height, they get squeezed to a minimal size or get negligible for visibility.

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

Answer: It is necessary to change width and height of a cell because sometimes specially in cases of lengthy text data, few characters will be displayed and other will be present too but hidden and not visible to user.

1. What is keyboard shortcut to unhide rows?

Answer: First we can select all the cells in a excel worksheet and after selecting everything using Ctrl + A, we can use Ctrl+Shift+0.

1. How to hide rows containing blank cells?

Answer: Following are the steps to hide rows containing blank cells:

1. Click on “Find and Select”
2. Click on “Go to Special”
3. Select Blanks
4. Press Ctrl+9 together to hide the rows which have blank cells.
5. What are the steps to hide the duplicate values using conditional formatting in excel?

Answer: Following are the steps to hide the duplicate values using conditional formatting in excel:

1. Select the cell range you want to hide the duplicates
2. Click on conditional formatting , then highlight cell rules and duplicate values under Home tab.
3. In duplicate values, select custom format in the values with drop-down list and click on OK.
4. In next Format cells option, go to Font tab and in the color drop-down list, choose a font color which matches the background color of selected cell and click on OK.