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

The Ribbon is Excel’s command menu interface. It organizes commonly used actions together in an intuitive and visual way. These are the main parts of the Ribbon.

* Tabs organize related groups of commands together.
* Groups organize related commands together.
* Command Buttons allows you to perform actions or open menus with further related actions.
* Menu some command buttons will have a small down arrow located to the right or below the button. This indicates that a menu is available with sub-commands under the command button.
* Dialog Box certain groups in the ribbon will contain a small icon in the lower right hand corner that will launch a dialog box with further options available.
* Pin or Unpin Toggle allows you to remove the ribbon from view to create more workbook space.

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

Columns: The value or number of the column width is the number of characters that can be displayed in a cell. Excel will default the width to 8 characters (it’s actually 8.11). You can set the column width from 0 to 255. If you set the width to 0 (zero), Excel hides the column.

Rows: The default height is 12.8. The number is a measurement in points – 1 point is about 1/72 of an inch tall. This makes the default height about 1/6 of an inch. Again, just like columns, if you set the row height to 0 (zero), Excel will hide the row.

With the rules out of the way, we can move on to adjusting the height and width values.

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

It is necessary to change width and height in excel to fit the data. Excel by default provide equal width and height with respect to columns and rows. Whenever we enter a lengthy data, few characters will get displayed and other will be present inside the cell but will be hidden to the user.

1. What is the keyboard shortcut to unhide rows?

You can quickly unhide all rows and columns by using control + A to select the entire worksheet, and then using Control + Shift + 0, or Control + Shift + 9, or both. Also, remember that you can use Select Special to make more complicated selections before you hide.

5. How to hide rows containing blank cells?

* Select the range that contains empty cells you want to hide.
* On the Home tab, in the Editing group, click Find & Select > Go To Special.
* In the Go To Special dialog box, select the Blanks radio button, and click OK. …
* Press Ctrl + 9 to hide the corresponding rows.

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

Hide Duplicates In Columns With Conditional Formatting:

* Select the range you want to hide duplicates. Here I select range A1:F11.
* Then click Conditional Formatting > Highlight Cells Rules > Duplicate Values under Home tab.
* In the Duplicate Values dialog box, select Custom Format in the values with drop-down list, and then click the OK button.
* In the Format Cells dialog box, go to the Font tab, and in the Color drop-down list, choose a font color which matches the background color of your selected range cell. And finally click the OK button.
* When it returns to the Duplicate Values dialog box, click the OK button.

Now all duplicate records in selected columns are hidden immediately