1. To use the ribbon commands, what menu and grouping of commands will you

find the Insert and Delete command?- Home Tab

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

column?- Row or column is hidden

3. Is there a need to change the height and width in a cell? Why?- To fit the content

4. What is the keyboard shortcut to unhide rows?- Ctrl+Shift+9

5. How to hide rows containing blank cells?-Press F5- Go to special- Select Blank- Ctrl+9

6. What are the steps to hide the duplicate values using conditional formatting in Excel- Select the range of values- go to Conditional formatting- Highlight cell rule- Duplicate cells- Custom format-Select font colour from automatic to white