1. To insert and delete command in ribbon we use HOME(menu) > cells(group) > insert & delete (command).
2. If we set row height and column width will zero(0) then that particular row or column will hide from excel sheet.
3. Yes its necessary to change the row height and column width in excel to fit the data.

Excel by default provide equal width and height with respect to row and column. But when we enter lengthy data few characters will displayed other will present inside the but will be hidden to user in this case we need to change the height and width of row and column

1. Keyboard shortcut for unhide the row is Ctrl + Shift + 9.
2. Go to cell reference number which row u want to hide > right click then u will find the hide option click on that. In this way we can hide the rows containing blabk cells.
3. Click data > data tools> remove duplicates. These are the steps to hide the duplicate values.

Use conditional formatting command in style group > highlight cells rules > duplicate values