**Q1. To use the ribbon commands, what menu and grouping of commands will you find the Insert and Delete command?**

**Ans:** In the Home tab, When we click on the home tab, it will be open the ribbon section and in the Ribbon Section, in the Cell Groups we will find the Insert and Delete Commands.

**Q2. If you set a row height or column width to 0 (zero), what happens to the row and column?**

**Ans:** If we set a Row Height and Column width to (0), it will set Default Height and Width.

**Q3. Is there a need to change the height and width in a cell? Why?**

**Ans:** 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.

**Q4. What is the keyboard shortcut to unhide rows?**

**Ans:** Shortcut Key For unhide the Row: CTL +Shift+9

**Q5. How to hide rows containing blank cells?**

**Ans:** These are the steps to hide rows containing blank cells:

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

**Q6. What are the steps to hide the duplicate values using conditional formatting in excel?**

**Ans:** These are the steps to hide the duplicates values using conditional formatting:

1. Select the range you want to hide duplicates. Here I select range A1:F11.
2. Then click **Conditional Formatting** > **Highlight Cells Rules** > **Duplicate Values** under **Home**tab.
3. In the **Duplicate Values** dialog box, select**Custom Format** in the v**alues with** drop-down list, and then click the **OK** button.
4. 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.
5. When it returns to the Duplicate Values dialog box, click the OK button.