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

Answer: File = Options = Customize Ribbons.

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

Answer: It will Set to Default

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

Answer: To make data fit in those Cells

4. What is the keyboard shortcut to unhide rows?

Answer: Ctrl + Shift + 9

5. How to hide rows containing blank cells?

Answer: Home = Find & Select = Go to Special = Select Blank.

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

Answer: Home = Conditional Formatting = New Rules = Format only unique or Duplicate values.