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

To use the ribbon commands for Insert and Delete in Excel:

Insert Command: In the Excel ribbon, you will find the Insert command in the "Home" tab in the "Cells" group. It is represented by an icon with a downward arrow and is located next to the "Delete" command.

Delete Command: Similarly, the Delete command can be found in the "Home" tab in the "Cells" group. It is represented by an icon with a trash bin symbol.

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

If you set a row height or column width to 0 (zero), the row or column will become hidden, effectively disappearing from view. However, it's important to note that the hidden row or column still occupies space in the worksheet, and it can be unhidden by adjusting the row height or column width back to a visible value.

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

There may be a need to change the height and width in a cell or range of cells to accommodate the content and improve readability. Adjusting the height of a row ensures that the text within the cells is fully visible, especially when dealing with larger font sizes or wrapped text. Similarly, modifying the width of a column allows you to display the contents of the cells without truncation or overlapping.

4. What is the keyboard shortcut to unhide rows?

The keyboard shortcut to unhide rows in Excel is:

Select the rows above and below the hidden rows.

Press the Shift + Ctrl + 9 keys together.

This shortcut will unhide the hidden rows and display them again.

5. How to hide rows containing blank cells?

To hide rows containing blank cells in Excel:

Select the range of rows or the entire worksheet where you want to hide the rows.

Go to the "Home" tab in the Excel ribbon.

In the "Editing" group, click on "Find & Select" and choose "Go To Special."

In the "Go To Special" dialog box, select "Blanks" and click "OK."

All the blank cells in the selected range will be highlighted.

Right-click on one of the highlighted rows, and from the context menu, choose "Hide."

The rows containing blank cells will be hidden.

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

To hide duplicate values using conditional formatting in Excel:

Select the range of cells where you want to apply the conditional formatting.

Go to the "Home" tab in the Excel ribbon.

In the "Styles" group, click on "Conditional Formatting" and choose "Highlight Cells Rules," then "Duplicate Values."

In the "Duplicate Values" dialog box, select the formatting style you prefer (e.g., highlighting duplicates in color).

Click "OK."

All the duplicate values in the selected range will be highlighted according to the applied conditional formatting.