1. They are found in the “Cells” group of “Home” Tab.
2. The corresponding row or column will get hidden.
3. Besides the aspect of neat presentation, cases such as large data makes changing height and width of a cell inevitable.
4. Shift + Ctrl + 9 (After selecting the row numbers on either side of hidden rows)
   * Select the required column.
   * Go to the "Home" tab on the Excel ribbon.
   * In the "Editing" group, click on the "Find & Select" dropdown arrow.
   * Select "Go To Special..." from the dropdown menu.
   * The "Go To Special" dialog box will appear. Choose "Blanks" and click "OK." All the blank cells in the selected column will now be selected.
   * Right-click on one of the selected cells and choose "Hide" from the context menu.
   * Select the range of cells. (Let it be A1 to A10)
   * Click on "Conditional Formatting", in the "Styles" group on the "Home" tab.
   * In the dropdown menu, select "New Rule."
   * Select the option: "Use a formula to determine which cells to format."
   * Enter the following formula:

=COUNTIF($A$1:$A1, A1)>1 (If the actual cell ranges change, make changes accordingly\_

* + Click on the "Format" button to specify the formatting for the cells that match the condition. Let it be a different background color in this case.
* Add a filter and filter out the cells with set background color.