1. To use the ribbon commands, what menu and grouping of commands will you

find the Insert and Delete command?

Ans: On the Home tab, in the Editing group, click Find & Select.

To toggle the Ribbon’s visibility, press Ctrl+F1 or double click a tab at the top.

By default when excel opened it will show Home tab in ribbon.

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

column?

Ans: It sets to the default width or height (default 8.43 column,row 15)

3. 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.

4. What is the keyboard shortcut to unhide rows?

Ans: Press Ctrl + Shift + 9 (the fastest way).

Select Unhide from the right-click menu (the easiest way that does not require remembering anything).

On the Home tab, click Format > Unhide Rows (the traditional way).

5. How to hide rows containing blank cells?

Ans : Select the range that contains empty cells you want to hide.

On the Home tab, in the Editing group, click Find & Select > Go To Special.

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

Press Ctrl + 9 to hide the corresponding rows.

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

excel?

1. Ans: To remove duplicate values, click Data > Data Tools > Remove Duplicates.