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

To use ribbon commands, you can find the insert and delete command in the "Home" tab under the "Cells" grouping.

1. 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 zero, the row or column will be hidden.

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

Yes, there is a need to change the height and width in a cell because it affects the appearance of the spreadsheet. Modifying the size of a cell can make the content easier to read or fit more information on a single page.

1. What is the keyboard shortcut to unhide rows?

The keyboard shortcut to unhide rows is "Ctrl + Shift + 9"

1. How to hide rows containing blank cells?
2. Open your Excel spreadsheet and select the range of cells that you want to check for blank cells. You can do this by clicking and dragging to highlight the desired range.
3. Once the range is selected, go to the "Home" tab in the Excel ribbon.
4. In the "Editing" group, click on the "Find & Select" button. A dropdown menu will appear.
5. From the dropdown menu, select "Go To Special...". The "Go To Special" dialog box will open.
6. In the "Go To Special" dialog box, select the option "Blanks" and click "OK". This will select all the blank cells within the previously selected range.
7. Now, with the blank cells selected, right-click on one of the selected cells and choose "Hide" from the context menu. This will hide the entire rows that contain the selected blank cells.
8. The rows containing blank cells will now be hidden, and you can see the remaining visible rows without any blanks.
9. What are the steps to hide the duplicate values using conditional formatting in excel?

To hide the duplicate values using conditional formatting in Excel, follow these steps:

1. Select the range of cells that you want to apply the formatting to.

2. Click on the "Conditional Formatting" button in the "Home" tab.

3. Choose "Highlight Cells Rules" from the drop-down menu and then select "Duplicate Values".

4. In the "Duplicate Values" dialog box, choose the formatting you want to apply to the duplicate values.

5. Click "OK" to close the dialog box and apply the formatting.

The duplicate values will now be highlighted with the formatting you chose.