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 inserting and deleting cells, rows, and columns in Microsoft Excel:

1. **Menu:** You will find these commands in the "Home" menu on the Excel ribbon.
2. **Grouping of Commands:** Within the "Home" menu, these commands are typically grouped in the "Cells" group. Specifically:
   1. **Insert:** The "Insert" command is usually located within the "Cells" group. It allows you to insert cells, rows, or columns into your worksheet.
   2. **Delete:** The "Delete" command is also found within the "Cells" group. It allows you to delete cells, rows, or columns from your worksheet.

**In summary**, to access the commands for inserting and deleting cells, rows, and columns in Excel, **go to the "Home" menu and look for the "Cells" group, where you'll find the "Insert" and "Delete" commands.**

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's height or a column's width to 0 in a spreadsheet or table, **that row or column becomes hidden and doesn't take up any space on the screen.** The **data in them is still there but not visibl**e until you change the height or width to a non-zero value. **It's a way to hide content temporarily without deleting it.**

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

**Changing the height and width** of cells in a spreadsheet or table is **typically unnecessary unless you have specific formatting, layout, or content visibility requirements.**

**Cells usually adjust automatically** to fit their content. However, **you might change dimensions for formatting, merged cells, precise layout control, content fitting, or temporarily hiding content.**

It's generally best to let the software handle cell dimensions automatically for proper data display, but customization options are available when needed.

1. **What is the keyboard shortcut to unhide rows?**
2. Select the row numbers above and below the hidden rows. For example, if you want to unhide row 5, select row 4 and row 6.
3. Press Ctrl + Shift + + (plus sign) on your keyboard.
4. This keyboard shortcut will unhide the selected rows.
5. **How to hide rows containing blank cells?**

To hide rows containing blank cells in Excel:

1. Select your data range or the specific column.
2. Apply the "AutoFilter" from the "Data" tab.
3. In the filter menu for the chosen column, uncheck the "Blanks" option.
4. Excel will hide rows with blank cells in that column, displaying only rows with data.
5. To show all rows again, clear the filter by selecting "Select All" or clicking the filter icon.
6. **What are the steps to hide the duplicate values using conditional formatting in excel?**

To hide duplicate values using conditional formatting in Excel:

1. Select the range containing the data.
2. Go to the **"Home" tab.** Click **"Conditional Formatting"** and choose **"New Rule."**
3. Select "Use a formula to determine which cells to format”.
4. "**Enter a formula like =COUNTIF($A$1:$A1,A1)>1 to identify duplicates”.**
5. **Set formatting options for duplicate cells.**
6. **Click "OK"** to apply the rule. Duplicate values will now be hidden based on the formatting you specified.