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

Home: This is the most popular bar and displayed by default when excel is opened. This tab contains the basic Clipboard commands, formatting commands, style commands, commands to insert and delete rows or columns, plus an assortment of worksheet editing commands.

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

 It sets to the default width or height.

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

Yes. 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.

1. What is the keyboard shortcut to unhide rows?

Ctrl + Shift + 9

1. How to hide rows containing blank cells?
2. To hide rows containing blank cells, click on the "Find & Select" button in the "Editing" group on the Home tab.
3. Choose "Go To Special" from the drop-down menu.
4. In the "Go To Special" dialog box, choose "Blanks" and click "OK". This will select all the blank cells in the worksheet.
5. Right-click on one of the selected cells and choose "Hide" from the context menu. This will hide all the rows that contain blank cells.
6. What are the steps to hide the duplicate values using conditional formatting in excel?
7. Select the range of cells that you want to check for duplicates.
8. Click on the "Conditional Formatting" button in the "Styles" group on the Home tab.
9. Choose "Highlight Cells Rules" from the drop-down menu and select "Duplicate Values" from the sub-menu.
10. In the "Duplicate Values" dialog box, choose the formatting that you want to apply to the duplicate values. You can choose to highlight them with a color, bold them, or add an icon.
11. Click "OK" to apply the formatting.
12. To hide the duplicate values, select the range of cells that contains the highlighted duplicates.
13. Right-click on the selected cells and choose "Hide" from the context menu. This will hide the rows or columns that contain duplicate values.