1. To use the ribbon commands, at insert>data menu and grouping commands we will find the insert and delete commands.
2. If we set a row height or column width to 0 (zero) then **both column and row will be hidden**.
3. **Yes**, It is necessary to change the rows and columns’ height and width to have a good presentation in excel.

Few other cells’ width and height need to be reduced so that it represents a smaller amount of data such as Gender which accepts 'F' or 'M'.

1. Ctrl + Shift + 9 is the shortcut to unhide rows.
2. To hide rows containing blank cells:

i)Select the range that contains empty cells you want to hide.

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

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

iv)Press Ctrl + 9 to hide the corresponding rows.

1. a) Select the range you want to hide duplicates.

b) Then click **Conditional Formatting** > **Highlight Cells Rules** > **Duplicate Values** under **Home**tab.

c) In the **Duplicate Values** dialog box, select**Custom Format** in the v**alues with** drop-down list, and then click the **OK** button.

d) In the **Format Cells** dialog box, go to the **Font** tab, and in the **Color** drop-down list, choose a font color which matches the background color of your selected range cell. And finally click the **OK** button.

e) When it returns to the Duplicate Values dialog box, click the OK button.

Now all duplicate records in selected columns are hidden immediately.