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

In cells we can find insert and delete command

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.

4. What is the keyboard shortcut to unhide rows?

Ctrl + shift +9

5. How to hide rows containing blank cells?

Select the range that contains empty cells, On the Home tab, 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?

go to home tab > click on conditional formatting > select highlight cell rules > select highlight duplicate cells > add colours you want for duplicate values > click ok .