

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

ANS: - In Excel, the "Insert" and "Delete" commands can be found in the "Cells" group of the "Home" tab on the ribbon.

Here are the steps to find them:

- I. Open Excel and select the worksheet where you want to insert or delete cells.
- II. Go to the "Home" tab on the ribbon at the top of the Excel window.
- III. Look for the "Cells" group on the ribbon, which is typically located on the left side of the tab.
- IV. Within the "Cells" group, you will find the "Insert" and "Delete" commands. The "Insert" command includes options to insert cells, rows, or columns, while the "Delete" command includes options to delete cells, rows, or columns.

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

ANS: - If you set a row height or column width to 0 (zero) in Excel, the row or column will become hidden, and its contents will not be visible.

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

ANS: - The height and width of a cell in a table can be adjusted depending on the content and layout of the table. In some cases, changing the height and width of a cell can be necessary or helpful to improve the readability and appearance of the table.

Here are some reasons why you might want to change the height and/or width of a cell:

Content: If the content of the cell is too long or too short, adjusting the width of the cell can help to make it easier to read. Similarly, if the content of the cell is in a vertical format, adjusting the height of the cell can help to make it more readable.

Design: Adjusting the height and width of cells can help to create a more visually appealing table layout. For example, you might want to make some cells larger to draw attention to them, or make some cells smaller to create more white space and improve the overall design.

Accessibility: In some cases, adjusting the height and width of cells can make the table more accessible to people with disabilities. For example, making cells larger can help people with visual impairments to read the content more easily.

4. What is the keyboard shortcut to unhide rows?

ANS: - The keyboard shortcut to unhide rows in Excel is:

- Select the row(s) above and below the hidden rows.
- Press and hold the Shift key on your keyboard.
- Press the number key for the row(s) you want to unhide. For example, if you want to unhide rows 3 to 5, press Shift + 3, Shift + 4, Shift + 5.
- Release the Shift key.

5. How to hide rows containing blank cells?

ANS: - You can hide rows in Excel that contain blank cells by using the following steps:

- I. Select the rows that you want to hide.
- II. Click on the "Home" tab in the Excel ribbon.
- III. Click on the "Find & Select" button in the "Editing" section of the ribbon and select "Go To Special".
- IV. In the "Go To Special" dialog box, select "Blanks" and click "OK". This will select all the blank cells in the selected range.
- V. Right-click on any of the selected cells and choose "Hide".
- VI. Excel will hide all the rows that contain at least one blank cell in the selected range.

6. What are the steps to hide the duplicate values using conditional formatting in excel?

ANS: - You can use conditional formatting to highlight or hide duplicate values in Excel. Here are the steps to hide the duplicate values using conditional formatting:

- I. Select the range of cells that you want to check for duplicates.
- II. Click on the "Home" tab in the Excel ribbon.
- III. Click on "Conditional Formatting" in the "Styles" section of the ribbon and select "Highlight Cells Rules", then "Duplicate Values".
- IV. In the "Duplicate Values" dialog box, select "Duplicate" from the dropdown list.
- V. Choose a formatting option, such as a font color or cell background color, to highlight the duplicate values.
- VI. Click "OK" to apply the conditional formatting.

To hide the duplicate values instead of highlighting them, you can use a workaround by following these additional steps:

- I. Select the range of cells that you have applied the conditional formatting to.
- II. Click on the "Home" tab in the Excel ribbon.
- III. Click on "Sort & Filter" in the "Editing" section of the ribbon and select "Filter".
- IV. Click on the filter arrow in the column header of the column that you have applied the conditional formatting to.
- V. In the dropdown list, uncheck the checkbox next to "Select All" and check the checkbox next to "Unique Values".
- VI. Click "OK" to apply the filter. Excel will hide all the rows that contain duplicate values in the selected column.