**Advance Excel Assignment 4**

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, you can find them under the "Home" tab in the "Cells" group

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 height or column width to 0 (zero) in Excel, the row or column becomes hidden

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

Adjust cell height and width in Excel to display content clearly

1. **What is the keyboard shortcut to unhide rows?**

Ctrl + Shift + 9

1. **How to hide rows containing blank cells?**

Select rows, right-click, choose "Hide"

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

Select range, apply "Conditional Formatting > Highlight Cells Rules > Duplicate Values,"