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

Ans.- Home: when excel is opened. This tab contains the basic Clipboard commands, formatting commands, style commands, commands to insert and delete rows.

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

Ans.- It sets to the default width or height.

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

Ans. - In order to fit the data.

1. What is the keyboard shortcut to unhide rows?

Ans.- Ctrl+Shift+9

1. How to hide rows containing blank cells?

Ans.- Ctrl+9

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

Ans.-

Select the range you want to hide duplicates.

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

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

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. See screenshot:

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

Now all duplicate records in selected columns are hidden immediately.