Q1. To use the ribbon commands, what menu and grouping of commands will you find the Insert and Delete command?

Ans:

- Tabs organize related groups of commands together.
- Groups organize related commands together.
- Command Buttons allows you to perform actions or open menus with further related actions.
- Command Menu some command buttons will have a small down arrow located to the right or below the button. This indicates that a menu is available with sub-commands under the command button.
- Dialog Box certain groups in the ribbon will contain a small icon in the lower right hand corner that will launch a dialog box with further options available.
- Pin or Unpin Toggle allows you to remove the ribbon from view to create more workbook space.

Q2. 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.

Q3. Is there a need to change the height and width in a cell? Why?

Ans: It is necessary to change width and height in cell to fit the data.

Excel by default provide equal width and height with respect to columns and rows. Whenever we enter a lengthy data, few characters will get displayed and other will be present inside the cell but will be hidden to the user. It is necessary to change the rows and column's height and width to have a good presentation in excel. Few other cells width and height needs to be reduced so that it represents a smaller amount of data such as Gender which accepts 'F' or 'M'.

Steps to change the the height and width in a cell:

- Open Microsoft Excel. To change cell size on an existing spreadsheet, click the
- "File" tab. Click "Open." Navigate to the spreadsheet to change and double-click the file name.
- Click into the cell you want to change. Note the highlighted column letter at the
- top of the screen and the row number on the left side of the screen.
- Click the small line to the right of the column letter. For example, if the cell you
- want to change is in column D, click the small line between the D and E columns.
- Drag the line to the right. This increases the width of the cell and all other cells
- in that column. Drag the line to the left to reduce the width of the cell.
- Click the small line between the row numbers the cell is in. For example, if the
- cell you want to change is in row 4, click the line between rows 4 and 5.
- Drag the line down the spreadsheet. This increases the height of the cell and all
- other cells in that row. Drag the line up, closer to row 3, to reduce the height of the cell.

Q4. What is the keyboard shortcut to unhide rows?

Ans: The key combination for unhiding rows is Ctrl+Shift+9.

To unhide one or more rows, highlight at least one cell in the rows on either side of the hidden row(s) with the mouse pointer. For example, you want to unhide rows 2, 4, and 6.

To unhide all rows, click and drag with the mouse to highlight rows 1 to 7.

Press and hold down the Ctrl and the Shift keys on the keyboard.

Press and release the number 9 key without releasing the Ctrl and Shift keys. The hidden row(s) will become visible.

Q5. How to hide rows containing blank cells?

Ans: To hide rows that contain any blank cells, proceed with these steps:

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

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

In the Go To Special dialog box, select the Blanks radio button, and click OK. This will select all empty cells in the range.

Press Ctrl + 9 to hide the corresponding rows.

Q6. What are the steps to hide the duplicate values using conditional formatting in excel?

Ans: Steps to hide duplicate values using conditional formatting in excel:

Select the column you want to hide duplicates.

Click Kutools > Select > Select Duplicate & Unique Cells.

In the Select Duplicate & Unique Cells dialog box, check the Duplicates (Except 1st

one) option or the All duplicate (Including 1st one) option as you need, and then click the OK button.

Right click the selected cells and select Format Cells. In the Format Cells dialog box,

click Custom under Number tab, and then type three semicolons;; into the Type box,

and finally click the OK button.