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

Ans : ‘Insert’ and ‘Delete’ command are found under cells option in home ribbon tab.

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

Ans : It will serve as hide the row or column.

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

Ans : For proper visibility of the text in the cells we have to either adjust the text size or we can change the height of row and width of column to make the text visible otherwise we will see ##### in that place.

1. What is the keyboard shortcut to unhide rows?

Ans : Ctrl + Shift + 9

1. How to hide rows containing blank cells?

Ans : First we have to select the blank cells in the workbook (we can use “Find and select” option from the home ribbon and go to Special and the choose blanks to select all the blank cells in the sheet), after that we can use Ctrl + 9 to hide the rows.

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

Ans : steps are …

* We have to select the range of cells and go to conditional formatting option in the ‘Styles’ section of the home ribbon tab.
* Click on the Highlight cells rule > Duplicates value.
* In the "Duplicate Values" dialog box that appears, you can select the formatting style you prefer for the duplicate values. You can choose to highlight them with color or customize the formatting options.
* Click OK to apply the conditional formatting rule. Excel will now highlight all the duplicate values in the selected range.
* To hide the duplicate values, you can use Filter. Go to the Data tab in the Excel ribbon and click on the Filter button. This will add drop-down arrows to the column headers.
* Click on the drop-down arrow in the column that contains the duplicate values you want to hide.
* In the drop-down menu, uncheck the box next to the duplicate value(s) you want to hide. This will hide the rows containing those duplicate values.