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

In Excel, the Insert and Delete commands are found in the Home tab of the ribbon, under the Cells group.

To insert cells, rows, or columns: Go to the Home tab > Cells group > Insert.

To delete cells, rows, or columns: Go to the Home tab > Cells group > Delete.

You can also use the right-click context menu to Insert and Delete cells, rows or columns, instead of using the ribbon commands.

Additionally, there's another way to insert or delete rows and columns, by selecting the row or column, then right-clicking on the selected row or column and choose "Insert" or "Delete" from the context menu.

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), the row or column will be hidden and will not be visible on the worksheet. However, the data in the hidden row or column is still present and can be accessed or modified.

When you set the row height to 0, the row will disappear and the rows above and below it will move closer together. Similarly, when you set the column width to 0, the column will disappear and the columns on either side will move closer together.

It's important to note that if you set the height of a row or width of a column to 0, you will not be able to see or select the cells in that row or column. To make the row or column visible again, you need to set the height or width back to a value greater than 0.

It's also important to mention that when you hide a column or a row, the hidden cells won't be included in calculations or charts, you will have to unhide them to include them again.

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

In a spreadsheet program such as Microsoft Excel or Google Sheets, cells are the individual boxes that make up a grid. The height and width of cells can be adjusted to change the size of the grid and the amount of information that can be displayed in each cell.

There are a few reasons why you might need to change the height and width of cells in a spreadsheet:

To fit more or less information into each cell. If a cell contains a lot of text and the current height is not enough, you can increase the height to ensure that all of the text is visible. Similarly, if a cell contains a large image and the current width is not enough, you can increase the width to ensure that the entire image is visible.

To improve the overall layout and readability of the spreadsheet. By adjusting the height and width of cells, you can create a more visually appealing and easy-to-read layout.

To make the sheet fit the printable area. If you want to print the sheet, you may need to adjust the height and width of cells to ensure that the sheet fits within the printable area of the page.

It's worth noting that some cells will have their height and width automatically adjusted depending on the content inside, for example when you wrap the text inside the cell. This feature is called AutoFit.

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

The keyboard shortcut to unhide rows in Microsoft Excel is "Ctrl + Shift + 9".

This shortcut is used to unhide any previously hidden rows in the selected range. To use it, first select the rows above and below the hidden rows, then press the "Ctrl + Shift + 9" keys on your keyboard. This will unhide any hidden rows in the selected range.

It is worth noting that the shortcut may vary depending on the version of Excel and the operating system you are using. So, it's always a good idea to check the program's help documentation for the specific shortcut.

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

In Microsoft Excel, you can hide rows that contain blank cells by using the "Go To Special" feature and then applying the "Hide" option. Here are the steps to do this:

Select the range of cells in which you want to hide rows with blank cells.

Go to the "Home" tab and click on the "Find & Select" button in the "Editing" group.

Select "Go To Special" from the drop-down menu.

In the "Go To Special" dialog box, select "Blanks" and click "OK". This will select all of the blank cells in the selected range.

Press "Ctrl + -" on your keyboard to open the "Hide" option.

Select "Rows" and click "OK". This will hide all of the rows that contain the blank cells.

You can also use the filter function to filter the blank cells and then hide the rows that contain the blank cells.

It's worth noting that this will only hide the rows of the selected cells, if you want to hide the rows in the entire sheet you need to select the whole sheet.

This process can also be done using a VBA Macro that will check for blank cells in the selected range and then hide the rows that contain them.

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

In Microsoft Excel, you can use conditional formatting to hide duplicate values in a range of cells. Here are the steps to do this:

Select the range of cells that you want to check for duplicate values.

Go to the "Home" tab and click on the "Conditional Formatting" button in the "Styles" group.

Select "Highlight Cells Rules" and then "Duplicate Values" from the drop-down menu.

In the "Duplicate Values" dialog box, select the formatting options you want to apply to the duplicate values, such as a background color or font color.

Click "OK" to apply the conditional formatting and hide the duplicate values.

You can also achieve this by using the formula "=COUNTIF(range, cell)=1" in the conditional formatting, where the range is the cells you want to check for duplicates and the cell is the current cell you are checking.

It's worth noting that this will only hide the duplicate values in the selected range, if you want to hide the duplicates in the entire sheet you need to select the whole sheet.

Also, the hidden duplicates are still there and it's possible to see them by removing the conditional formatting.