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

Ans. The Insert and Delete commands are found in the Home tab of the Ribbon, in the Cells group. The Insert command is used to insert new rows, columns, cells, or hyperlinks into a worksheet. The Delete command is used to delete rows, columns, cells, or hyperlinks from a worksheet.

Q2. If you set a row height or column width to 0 (zero), what happens to the row and column?

Ans. If you set a row height or column width to 0 (zero), the row or column will be hidden. The cells in the hidden row or column will still be there, but they will not be visible. To show a hidden row or column, you can use the Show command. The Show command is found in the View tab of the Ribbon, in the Rows & Columns group.

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

Ans. Yes, We need to change the height and width of a cell to accommodate the contents of the cell. We can also use the Autofit option in format cells option.

Q4. What is the keyboard shortcut to unhide rows?

Ans. Alt + H + U

Q5. How to hide rows containing blank cells?

Ans. . Using the Go To Special command:

- Select the range of cells that you want to check for blank cells.
- On the Home tab, in the Find & Select group, click Go To Special.
- In the Go To Special dialog box, select the Blanks option.
- Click OK.

Excel will select all of the blank cells in the range that you selected.

- Right-click on any of the blank cells and select Hide

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

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

1. On the Home tab, in the Conditional Formatting group, click Highlight Cells Rules.
2. In the Highlight Cells Rules gallery, select Duplicate Values.
3. In the Format cells that contain duplicates dialog box, select the formatting options that you want to use.
4. Click OK.

All of the duplicate values in the range will be formatted according to the options that you selected.

6. Right-click on any of the duplicate cells and select Hide.