**Q1: To use the ribbon commands, what menu and grouping of commands will you**

**find the Insert and Delete command?**

Ans: In home tab, command contain to insert and delete rows , columns or cells .

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

**column?**

Ans: It will hide that row and column .

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

Ans: It depends upon the data , if some of the word is large enough which get hide inside the cell then we can change the width and sentence is large enough then we can change the height to fit the data .

**Q4: What is the keyboard shortcut to unhide rows?**

Ans: Ctrl+Shift+9

**Q5: How to hide rows containing blank cells?**

Ans:

1. Select the data range which contains the blank cells you want to hide.

2. Then click Home > Find & Select > Go To Special

3. Select Blanks option, and then click OK button.

4. All of the blank cells in the selection have been selected.

5. Then press Ctrl + 9 to hide the rows which have blank cells.

**Q6: What are the steps to hide the duplicate values using conditional formatting in**

**excel?**

Ans:

Step1: Select the range you want to hide duplicates

Step2: click Conditional Formatting > Highlight Cells Rules > Duplicate Values under Home tab.

Step3: Duplicate Values dialog box, select Custom Format in the values with drop-down list, and then click the OK button.

Step4: go to the Font tab, and in the Color drop-down list, choose a font color to be white and then click ok.

Step5: When it returns to the Duplicate Values dialog box, click the OK button.