1. Home | Cells | Insert >> Insert worksheet.

Home | Cells | Delete >> Delete worksheet

1. It will hide the row and column.
2. To fit the content in a cell
3. Ctrl + Shift + 9
4. To hide we can use the “Go To Special” function to select all the blank cells in the spreadsheet, then select “Hide” from the “Format” menu.
5. On the Home tab, in the Style group, click the small arrow for Conditional Formatting, and then click Highlight Cells Rules, and select Duplicate Values.