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

Ans :

To add or remove a cell, you can go to the Home menu, look in the Cells grouping of commands and click on Insert to add or Delete to remove. You can also use the right-click method. Right-click where you want to add or remove a cell, and the drop-down menu includes the Insert and Delete commands.

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

Ans : Selected rows and coloumns will be hidden and cell headings also not shown.

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

Ans: To fit the data in the rows and columns .

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

Ans :CTRL + SHIFT+9

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

Ans: Select the range that contains empty cells you want to hide.

* On the Home tab, in the Editing group, click Find & Select > Go To Special.
* In the Go To Special dialog box, select the Blanks radio button, and click OK. ...
* Press Ctrl + 9 to hide the corresponding rows.

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

Ans : click Data > Data Tools > Remove Duplicates. To highlight unique or duplicate values, use the Conditional Formatting command in the Style group on the Home tab