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

Ans : Following are the tabs in the **excel ribbon**.

Home: This is the most popular bar and displayed by default when excel is opened. This tab contains the basic Clipboard commands, formatting commands, style commands, commands to insert and delete rows or columns, plus an assortment of worksheet editing commands

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

Ans : cell will get hide once we apply cell width and height as Zero .

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

Ans : It is necessary to change width and height in excel **to fit the data**. Excel by default provide equal width and height with respect to columns and rows. Whenever we enter a lengthy data, few characters will get displayed and other will be present inside the cell but will be hidden to the user.

1. What is the keyboard shortcut to unhide rows?

Ans : Here is the Excel Unhide Rows shortcut: Ctrl + Shift + 9.

1. How to hide rows containing blank cells?

Ans : Ctrl + 9

1. What are the steps to hide the duplicate values using conditional formatting in excel? Ans : 1 .Select range

2.On the Ribbon's Home tab, click the Conditional Formatting button, then highlight cell rules in that click duplicate values

3. Select a font colour to match the cell colour

4. Remove duplicates values by filter colour