

1. In the Home ribbon and in that in the cells group we will find the insert and delete command.
2. If we set the row height and column width as 0 that particular cell will be hidden and not deleted.
3. Yes, there may be a need in changing the height or width of a cell depending on the word length.
4. To unhide a row we can use the shortcut CTRL + 9.
5. We can use filters in that particular column and then check the box referring to **blank**.
6. Conditional formatting does not hide the duplicates. To do this first select conditional formatting in the home ribbon > select highlight cells > duplicate values. After the duplicated cells are highlighted then we can navigate to Format in the cells group > visibility > hide and unhide rows.