

Name:

Roll No:

Class: Section:

Date:

INTRODUCTION TO LIBREOFFICE CALC

Chapter-9

A. Tick (✓) the correct option.

1. Which option is not present under the File menu?

a. Save

☐

b. New

☐

c. Chart

☐

2. The intersection of a row and a column is called a

a. Cell

☐

b. Table

☐

c. None

☐

3. Which bar gives us the information of the Spread sheet?

a. Status

☐

b. Scroll

☐

c. Formula

☐

4. Which button is used to exit the LibreOffice Writer App?

a. Minimize

☐

b. Resize

☐

c. Close

☐

B. Write the shortcut commands for the following:

1. To select entire row

2. To select entire column

3. To select entire worksheet

4. To save a worksheet

5. To exit LibreOffice Calc

C. Complete the steps to save a spreadsheet:

Step 1 Click on menu.

Step 2 Click on option from the drop-down menu.

Step 3 From the box select the location and give the

.....

Step 4 Click on button.