

Worksheet

1

Name:

Roll No: Class: Section:

Date:

WORKING WITH SPREADSHEET

Chapter-6

1. Tick (✓) the correct option.

- (a) Which of the following is not a feature of a spreadsheet program?
- (i) Bulk volume of data can be kept and handled in easier way. ☐
 - (ii) Complex and long calculations can be solved accurately. ☐
 - (iii) Data can be exported to or imported from other packages. ☐
 - (iv) Data cannot be expressed in tabular or pictorial form. ☐
- (b) Which of the following options reduces the font size of the data to accommodate it within the column width?
- (i) Shrink to fit cell size ☐
 - (ii) Columns ☐
 - (iii) Text Orientation ☐
 - (iv) None of these ☐
- (c) How many rows are there in a Calc worksheet?
- (i) 11,48,576 ☐
 - (ii) 10,48,576 ☐
 - (iii) 10,48,445 ☐
 - (iv) 10,58,576 ☐
- (d) A is identified with its column position followed by its row number.
- (i) Cell address ☐
 - (ii) Cell name ☐
 - (iii) Column address ☐
 - (iv) Row address ☐
- (e) Which of the following buttons is used to calculate the sum of specified range of cells?
- (i) Sum ☐
 - (ii) AutoSum ☐
 - (iii) Formula ☐
 - (iv) None of these ☐
- (f) In spreadsheet, Which sign is used to start the formula?
- (i) & ☐
 - (ii) \$ ☐
 - (iii) = ☐
 - (iv) ^ ☐

2. Fill in the blanks:

- (a) The sign is used to add a formula in a worksheet.
- (b) The option helps to rotate direction of contents in a cell.
- (c) The alignment option displays the data completely within the column width by increasing the column width.
- (d) The command helps the user to reverse the series of actions.
- (e) is a feature in Calc by which cursor can be placed anywhere in a sheet directly.