Worksheet

WORKING WITH SPREADSHEET

1. State whether following statements are true or false.

(a) A spreadsheet package is an application software that analyzes data with the help of graphs and charts.

(b) Bulk volume of data can be handled easily with the help of spreadsheet.

(c) A workbook opens with 4 worksheets by default.

(d) There are 10,48,576 rows in a worksheet.

(e) Title bar contains shortcut buttons of frequently used options in Calc.

2. Write one word answer for the following:

(a) I am the active cell in a worksheet.

(b) I am identified with column position followed by row number in a worksheet.

(c) I contain the address of the current cell or active cell.

(d) I refer to data on which formulae are applied.

(e) I am a shortcut key to select the entire worksheet.

3. Answer the following questions:

(a) What is a formula?

(b) What is numeric data?

(c) What is a worksheet?

(d) Write the steps to hide a sheet from a workbook.

4. Consider the following table as Calc worksheet and write the addresses of all the cells:

	A	B	C	D	E	F
1						
2						
3						
4						
5						

5. Application based question.

Riya's class teacher asked her to create a new spreadsheet document in which she needs to enter the birth date of every student of the class. The format of birth date should be '12 July 1990'. Help her in completing the task.

Grade: ★ ★ ★ ★ ★

Teacher's Signature: ....

Class -9