

Name:

Roll No:

Class: Section:

Date:

INTRODUCTION TO LIBREOFFICE CALC

Chapter-9

A. Tick (✓) the correct option.

- What is the another name of LibreOffice calc file?
a. Workbook ☐ b. Worksheet ☐ c. Spreadsheet ☐
- Cells arranged horizontally across the screen are called
a. Rows ☐ b. Columns ☐ c. Grids ☐
- The intersection of a row and column is called
a. workbook ☐ b. worksheet ☐ c. cell ☐
- area displays the name of the working sheet.
a. scroll bar ☐ b. Rows ☐ c. Sheet Tab ☐

B. Fill in the blanks using the hints given below:

Hints: column, name, Ctrl + A, Text, Status Bar, Close Button, reference address, Formula

- bar is used to enter and edit formulas and perform calculations on worksheet.
- Cells arranged vertically across the screen are called
- is used to select entire worksheet.
- The address of the active cell is displayed in box.
- data type includes the collection of letters, numbers and special characters.
- gives us the information of the Spreadsheet.
- is used to exit the LibreOffice Writer App.
- combination of column name and row number.