

Name:

Roll No:

Class: Section:

Date:

MORE ON LIBREOFFICE CALC

Chapter-5

A. Read the clues and answers the following:

1. It is a collection of different worksheets.

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2. It is formed by the intersection of a row and a column.

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3. The address of the active cell is displayed in this box.

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4. It is used to enter and edit formulas and perform calculations on your worksheet data.

.....

5. It is vertical divisions on a worksheet.

.....

B. Write 'T' for true and 'F' for false.

1. Automatically Fill feature automatically fills a series of data in your worksheet.

2. LibreOffice Writer is an application software to store and analyse numerical data.

3. Row height and column width cannot be changed.

4. We cannot format numbers in a cell.

5. Press the Ctrl + 1 keys to open the Format Cells dialog box.

C. Write the steps to merge cells in Calc.

Step 1

Step 2

Step 3

Step 4