

Name:

Roll No:

Class: Section:

Date:

MORE ON CALC

Chapter-2

A. Complete the sentences.

1. The filter can also be applied through on Standard toolbar.
2. The Data Bars option is used to add data bars to the cells having
3. option is selected when you want to add colour schemes to all selected cells slowly varying from top to bottom items.
4. Date option is selected when the data involved consists of

B. Write 'T' for true and 'F' for false. Correct the false statements.

1. LibreOffice can arrange the selected data in ascending order only.
.....
2. Conditional Formatting is used to separate unwanted material from a mixture.
.....
3. You sort more than one column in Calc using Sort option under the File menu.
.....

C. Tick (✓) the correct option.

1. The Goal Seek option is present under menu.

a. Insert ☐	b. View ☐
c. Tools ☐	d. All of these ☐
2. The conditional formatting can be done from menu.

a. Data ☐	b. Edit ☐
c. Insert ☐	d. View ☐

D. What is the difference between sorting data and filtering data?

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