

Worksheet

1

Name:

Roll No: Class: Section:

Date:

ADVANCED FEATURES OF SPREADSHEET

Unit-2 | Chapter-2

1. Tick (✓) the correct option.

- (a) Which of the following refers to the collecting and integrating data from multiple worksheets or workbooks into a single/master worksheet?
- | | | | |
|------------------------|--------------------------|-------------------------|--------------------------|
| (i) Data collection | ☐ | (ii) Data consolidation | ☐ |
| (iii) Data Integration | ☐ | (iv) None of these | ☐ |
- (b) Which of the following commands is used to automatically create groups and apply in-built functions like SUM, COUNT and AVERAGE to summarize data?
- | | | | |
|---------------|--------------------------|---------------|--------------------------|
| (i) Subtotals | ☐ | (ii) Totals | ☐ |
| (iii) Sums | ☐ | (iv) Group By | ☐ |
- (c) Which of the following helps to run reverse calculations, sensitivity analysis and scenarios comparison?
- | | | | |
|----------------------|--------------------------|------------------|--------------------------|
| (i) What-if-analysis | ☐ | (ii) If-analysis | ☐ |
| (iii) Goal Seek | ☐ | (iv) Solver | ☐ |
- (d) is a more descriptive form of Goal Seek.
- | | | | |
|--------------|--------------------------|-----------------------|--------------------------|
| (i) Scenario | ☐ | (ii) What-If Analysis | ☐ |
| (iii) Solver | ☐ | (iv) None of these | ☐ |
- (e) Which of the following refers to a cell or a range of cells on a worksheet that can be used to find the values or data?
- | | | | |
|-------------------|--------------------------|---------------------|--------------------------|
| (i) Cell value | ☐ | (ii) Cell range | ☐ |
| (iii) Cell number | ☐ | (iv) Cell reference | ☐ |
- (f) Which of the following is a reference to a specific location, document or web-page that the user can switch by clicking on it?
- | | | | |
|---------------|--------------------------|--|--------------------------|
| (i) Hyperlink | ☐ | (ii) URL | ☐ |
| (iii) Address | ☐ | (iv) There is no such facility in Calc | ☐ |

2. Fill in the blanks.

- (a) tool does not present the alternate versions in the same cells or with a drop-down list.
- (b) option reverses the usual order of a formula.
- (c) Every workbook contains at least worksheet by default.
- (d) An hyperlink contains a full address.
- (e) The feature enables to share the spreadsheet file with several users and edit the same workbook without keeping track of multiple versions.