

Worksheet

1

Name:

Roll No: Class: Section:

Date:

WORKING WITH SPREADSHEET

Unit-4 | Chapter-6

1. Tick (✓) the correct option.

- (a) Which of the following is not a feature of a spreadsheet program?
- (i) Bulk volume of data can be kept and handled in easier way. ☐
 - (ii) Complex and long calculations can be solved accurately. ☐
 - (iii) Data can be exported to or imported from other packages. ☐
 - (iv) Data cannot be expressed in tabular or pictorial form. ☐
- (b) Which of the following options reduces the font size of the data to accommodate it within the column width?
- (i) Shrink to fit cell size ☐
 - (ii) Columns ☐
 - (iii) Text Orientation ☐
 - (iv) None of these ☐
- (c) How many rows are there in a Calc worksheet?
- (i) 11,48,576 ☐
 - (ii) 10,48,576 ☐
 - (iii) 10,48,445 ☐
 - (iv) 10,58,576 ☐
- (d) A is identified with its column position followed by its row number.
- (i) Cell address ☐
 - (ii) Cell name ☐
 - (iii) Column address ☐
 - (iv) Row address ☐
- (e) refer to data on which formula is applied.
- (i) Operands ☐
 - (ii) Formulae ☐
 - (iii) Operators ☐
 - (iv) None of these ☐
- (f) Which of the following consists of the operands and the operators which operate upon the data?
- (i) Formula ☐
 - (ii) Cell ☐
 - (iii) Worksheet ☐
 - (iv) Workbook ☐

2. Fill in the blanks.

- (a) The sign is used to add a formula in a worksheet.
- (b) An is a symbol that performs certain mathematical or logical operations.
- (c) The extension of Calc file is which automatically gets attached with the file name.
- (d) If the wrong type of argument or operand is passes to a function, the error occurs.
- (e) If $a = 20$ and $b = 10$, then the function $=IF(a < b, "Small", "Large")$ will return