

Worksheet

Name:
Roll No: Class: Section:
Date:

MORE ON CALC

Chapter-2

A. Complete the sentences.

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

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

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

C. Tick (✓) the correct option.

- The Goal Seek option is present under menu.

a. Insert	☐	b. View	☐
c. Tools	☐	d. All of these	☐
- 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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