

Worksheet

1

Name:

Roll No: Class: Section:

Date:

INTRODUCTION TO LIBREOFFICE CALC

Chapter-7

A. Tick (✓) the correct option.

- Which option is not present under the File menu?
a. Save ☐ b. New ☐ c. Chart ☐
- The intersection of a row and a column is called a
a. Cell ☐ b. Table ☐ c. None ☐
- Which bar gives us the information of the Spread sheet?
a. Status ☐ b. Scroll ☐ c. Formula ☐
- Which button is used to exit the LibreOffice Writer App?
a. Minimize ☐ b. Resize ☐ c. Close ☐

B. Write the shortcut commands for the following.

- To select entire row
- To select entire column
- To select entire worksheet
- To save a worksheet
- To exit LibreOffice Calc

C. Complete the steps to save a spreadsheet.

Step 1 Click on menu.

Step 2 Click on option from the drop-down menu.

Step 3 From the box select the location and give the
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Step 4 Click on button.