

# Worksheet

1

Name: .....

Roll No: ..... Class: ..... Section: .....

Date: .....

## ELECTRONIC SPREADSHEET (ADVANCED)

### Unit-2

#### 1. Tick (✓) the correct option.

- (a) Which of the following options of the Edit menu is used to track every edited cell by highlighting with a coloured border?
- |                 |                          |              |                          |
|-----------------|--------------------------|--------------|--------------------------|
| (i) Changes     | <input type="checkbox"/> | (ii) Compare | <input type="checkbox"/> |
| (iii) Recording | <input type="checkbox"/> | (iv) Sheet   | <input type="checkbox"/> |
- (b) Which of the following is a saved sequence of commands or keystrokes that are stored for later use?
- |                         |                          |                    |                          |
|-------------------------|--------------------------|--------------------|--------------------------|
| (i) Comment             | <input type="checkbox"/> | (ii) Macro         | <input type="checkbox"/> |
| (iii) Both (i) and (ii) | <input type="checkbox"/> | (iv) None of these | <input type="checkbox"/> |
- (c) Which of the following helps to run reverse calculations, sensitivity analysis and scenarios comparison?
- |                      |                          |                  |                          |
|----------------------|--------------------------|------------------|--------------------------|
| (i) What-if-analysis | <input type="checkbox"/> | (ii) If-analysis | <input type="checkbox"/> |
| (iii) Goal Seek      | <input type="checkbox"/> | (iv) Solver      | <input type="checkbox"/> |
- (d) ..... is a more descriptive form of Goal Seek.
- |              |                          |                       |                          |
|--------------|--------------------------|-----------------------|--------------------------|
| (i) Scenario | <input type="checkbox"/> | (ii) What-If Analysis | <input type="checkbox"/> |
| (iii) Solver | <input type="checkbox"/> | (iv) None of these    | <input type="checkbox"/> |
- (e) Which of the following options is used to compare two Calc workbooks?
- |               |                          |                       |                          |
|---------------|--------------------------|-----------------------|--------------------------|
| (i) Combine   | <input type="checkbox"/> | (ii) Compare Document | <input type="checkbox"/> |
| (iii) Compile | <input type="checkbox"/> | (iv) Compare          | <input type="checkbox"/> |
- (f) ..... means to pass the argument in the calling function to the corresponding formal parameter of the called function.
- |                        |                          |                       |                          |
|------------------------|--------------------------|-----------------------|--------------------------|
| (i) Pass-by-value      | <input type="checkbox"/> | (ii) Pass-by-function | <input type="checkbox"/> |
| (iii) Pass-by-argument | <input type="checkbox"/> | (iv) None of these    | <input type="checkbox"/> |

#### 2. Fill in the blanks.

- (a) Calc automatically adds a ..... to any recorded change describing what changes has been done.
- (b) ..... option reverses the usual order of a formula.
- (c) Every workbook contains at least ..... worksheet by default.
- (d) Arguments passed to a macro from Calc are always .....
- (e) The ..... feature enables to share the spreadsheet file with several users and edit the same workbook without keeping track of multiple versions.