

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.