

# Worksheet

2

Name: .....

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

Date: .....

## ELECTRONIC SPREADSHEET (ADVANCED)

### Unit-2

#### 1. Write short notes on the following:

- Consolidating Data
- Formatting Comments
- Solver
- Sorting
- Pass-by-argument
- Relative URL

#### 2. Guess, who am I?

- I am the menu which contains option to consolidate data.
- I am an option in the Create Scenario dialog box, used to prevent changes to the active scenario.
- I am an option in the Create Scenario dialog box, used to highlight the scenario with a border.
- I can deal with equations having multiple unknown variables.
- I am the menu which contains option to add a new worksheet in a workbook.
- I am a dialog box that opens when someone double-click on the sheet name.
- I am a symbol used while referencing a particular cell of a worksheet.
- I am the menu which contains option to share a workbook/worksheet.

#### 3. Answer the following questions:

- What is Multiple Operations tool?
- What is Solver?
- What are the components of Goal Seek window?
- Can we compare Calc workbooks? If yes, then write the name of the option used to do the same.
- What is the use of Subtotal command?
- "What-If Analysis is the most powerful feature in spreadsheet." Explain.
- What is the use of comments in record changes mode? How do you add/edit them?
- Enlist some advantages of Macros.
- What happens when you are saving a shared document and there are changes made by multiple users in separate non-overlapping ranges?
- How do you sort data in OpenOffice Calc using macro?
- When do we merge two documents? Which command would you use to do this?