

Name: _____
Roll No: _____
Class: _____ Section: _____ Date: _____

INTRODUCTION TO LIBREOFFICE CALC

A. Tick (✓) the correct option.

1. Which option is not present under the File menu?

a. Save

b. New

c. Chart

d. Close

2. The intersection of a row and a column is called a

a. Cell

b. Table

c. Rows

d. None of these

3. Which bar gives us the information of the Spread sheet?

a. Status bar

b. Scroll bar

c. Formula bar

d. Title bar

B. Write the shortcut commands for the following:

1. To select entire row

2. To select entire column

3. To select entire worksheet

4. To save a worksheet

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

Step 4 Click on button.