Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

INTRODUCTION TO LIBREOFFICE CALC

Chapter-5

A. **Answer the following question in one word:**

1. It holds the data, Formula or calculation and the editing we perform on the cell content.

   ....

2. It displays the file name.

   ....

3. It is used to move up and down in the worksheet.

   ....

4. This area displays the name of the working sheet.

   ....

5. It gives us the information of the Spread sheet.

   ....

6. It is combination of column name and row number.

   ....

7. It is a currently selected cell and identify it by its dark cell border.

   ....

B. **Answer the following questions:**

1. How do you enter data in a spreadsheet?

   ....

2. How do select columns in Calc?

   ....

3. Write any one advantage of Auto Fill feature.

   ....

4. What is a cell address?

   ....

Grade: ☆ ☆ ☆ ☆ ☆   Teacher's Signature: _____