

Name: \_\_\_\_\_

Roll No: \_\_\_\_\_

Class: \_\_\_\_\_ Section: \_\_\_\_\_ Date: \_\_\_\_\_

## MORE ON LIBREOFFICE CALC

### A. Tick (✓) the correct option.

1. The currently selected cell that appears highlighted with dark black border is called .....

a. Active Cell

b. Selected Cell

c. Main Cell

d. Name Box

2. By default, how many worksheets are there in a Workbook?

a. 2

b. 4

c. 3

d. 1

3. Total number of rows in a worksheet are .....

a. 10,48,576

b. 1,48,576

c. 16,384

d. 7,19,347

4. Which menu is used to create a new workbook in LibreOffice Calc?

a. Edit

b. View

c. File

d. Insert

5. In which tab can you find the options to set cell borders?

a. General

b. Borders

c. Font

d. Alignment

### B. Complete the sentences.

1. A cell in Calc worksheet looks like a .....

2. Address of an active cell is displayed in the .....

3. Calc allows you to merge multiple cells to make a single .....

4. The default column width is .....