MORE ON CALC

A. Tick (✓) the correct option.

1. Which of the following is used to apply multiple sorting criteria in Calc?

   a. AutoFilter ☐   b. Standard Filter ☐

   c. Sort dialog box ☐   d. Goal Seek ☐

2. Which feature in Calc allows you to apply a color gradient across cells?

   a. Data Bars ☐   b. Conditional Formatting ☐

   c. Icon Sets ☐   d. Colour Scale ☐

3. Which of the following is used to remove filters in Calc?

   a. AutoFilter ☐   b. Reset Filter ☐

   c. Sort ☐   d. Goal Seek ☐

B. Answer the following questions:

1. What is Conditional Formatting?

   ....

2. What is the purpose of printing a worksheet in Calc?

   ....

3. Which option works similarly to the Standard Filter in Calc?

   ....

C. Guess the correct option for the functions given below.

1. The technique of highlighting some cells in a worksheet which satisfy a given condition.   ....

2. Feature used to separate unwanted data from Calc worksheet.   ....

3. The option to sort more than one column.   ....

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