

Worksheet

1

Name:

Roll No: Class: Section:

Date:

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Unit-2 | Chapter-3

1. Tick (✓) the correct option.

- (a) Which of the following options of the Edit menu is used to track every edited cell by highlighting with a coloured border?
- | | | | |
|-----------------|--------------------------|--------------|--------------------------|
| (i) Changes | ☐ | (ii) Compare | ☐ |
| (iii) Recording | ☐ | (iv) Sheet | ☐ |
- (b) Which of the following is a saved sequence of commands or keystrokes that are stored for later use?
- | | | | |
|-------------------------|--------------------------|--------------------|--------------------------|
| (i) Comment | ☐ | (ii) Macro | ☐ |
| (iii) Both (i) and (ii) | ☐ | (iv) None of these | ☐ |
- (c) Which of the following menus contains the Macros option?
- | | | | |
|-------------|--------------------------|-------------|--------------------------|
| (i) Insert | ☐ | (ii) Data | ☐ |
| (iii) Tools | ☐ | (iv) Format | ☐ |
- (d) Which of the following options is correct to merge two Calc workbooks?
- | | |
|---------------------------------------|--------------------------|
| (i) Edit → Changes → Merge Document | ☐ |
| (ii) Edit → Merge Document | ☐ |
| (iii) File → Changes → Merge Document | ☐ |
| (iv) None of these | ☐ |
- (e) Which of the following options is used to compare two Calc workbooks?
- | | | | |
|---------------|--------------------------|-----------------------|--------------------------|
| (i) Combine | ☐ | (ii) Compare Document | ☐ |
| (iii) Compile | ☐ | (iv) Compare | ☐ |
- (f) means to pass the argument in the calling function to the corresponding formal parameter of the called function.
- | | | | |
|------------------------|--------------------------|-----------------------|--------------------------|
| (i) Pass-by-value | ☐ | (ii) Pass-by-function | ☐ |
| (iii) Pass-by-argument | ☐ | (iv) None of these | ☐ |

2. Fill in the blanks.

- (a) Calc automatically adds a to any recorded change describing what changes has been done.
- (b) The option is used to delete a comment.
- (c) A small in the upper right corner of a cell marks the position of a comment.
- (d) Arguments passed to a macro from Calc are always
- (e) data means to arrange the data in ascending or descending order.