

Worksheet

2

Name:

Roll No: Class: Section:

Date:

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Unit-2 | Chapter-3

1. Write short notes on the following:

- (a) Record Changes
- (b) Formatting Comments
- (c) Macro
- (d) Sorting
- (e) Pass-by-argument

2. Answer the following questions:

- (a) Write the steps to review changes.
- (b) Explain the steps to print a comment.
- (c) Which option is used to display the comment permanently?
- (d) Can we compare Calc workbooks? If yes, then write the name of the option used to do the same.
- (e) Enlist some advantages of Macros.
- (f) What happens when you are saving a shared document and there are changes made by multiple users in separate non-overlapping ranges?
- (g) How do you sort data in OpenOffice Calc using macro?
- (h) When do we merge two documents? Which command would you use to do this?