

Worksheet

1

Name:

Roll No: Class: Section:

Date:

ELECTRONIC SPREADSHEET

Unit-4

1. Tick (✓) the correct option.

- (a) Which option of the Format menu helps to format the cells in a worksheet?
- | | | | |
|--------------|--------------------------|------------|--------------------------|
| (i) Cells | <input type="checkbox"/> | (ii) Row | <input type="checkbox"/> |
| (iii) Column | <input type="checkbox"/> | (iv) Sheet | <input type="checkbox"/> |
- (b) Which of the following chart represents the data over a period of time in columns?
- | | | | |
|------------------|--------------------------|--------------------|--------------------------|
| (i) Bar Chart | <input type="checkbox"/> | (ii) Column Chart | <input type="checkbox"/> |
| (iii) Line Chart | <input type="checkbox"/> | (iv) None of these | <input type="checkbox"/> |
- (c) How many rows are there in a Calc worksheet?
- | | | | |
|-----------------|--------------------------|----------------|--------------------------|
| (i) 11,48,576 | <input type="checkbox"/> | (ii) 10,48,576 | <input type="checkbox"/> |
| (iii) 10,48,445 | <input type="checkbox"/> | (iv) 10,58,576 | <input type="checkbox"/> |
- (d) A is identified with its column position followed by its row number.
- | | | | |
|----------------------|--------------------------|------------------|--------------------------|
| (i) Cell address | <input type="checkbox"/> | (ii) Cell name | <input type="checkbox"/> |
| (iii) Column address | <input type="checkbox"/> | (iv) Row address | <input type="checkbox"/> |
- (e) refer to data on which formula is applied.
- | | | | |
|-----------------|--------------------------|--------------------|--------------------------|
| (i) Operands | <input type="checkbox"/> | (ii) Formulae | <input type="checkbox"/> |
| (iii) Operators | <input type="checkbox"/> | (iv) None of these | <input type="checkbox"/> |
- (f) Which of the following consists of the operands and the operators which operate upon the data?
- | | | | |
|-----------------|--------------------------|---------------|--------------------------|
| (i) Formula | <input type="checkbox"/> | (ii) Cell | <input type="checkbox"/> |
| (iii) Worksheet | <input type="checkbox"/> | (iv) Workbook | <input type="checkbox"/> |

2. Fill in the blanks.

- (a) By default, the numeric data appears aligned in Calc.
- (b) An is a symbol that performs certain mathematical or logical operations.
- (c) The option wraps the text in multiple lines to accommodate the text automatically within the Column width.
- (d) The option reduces the font size of the contents to accommodate its size within the Column width.
- (e) If $a = 20$ and $b = 10$, then the function $=IF(a < b, "Small", "Large")$ will return
- (f) All the alignment options are available in the toolbar.
- (g) is an additional feature in Calc in which name of months of a year, serial numbers, etc. are automatically generated once the user feeds the initial data.