Chapter - 5
Introductions to Calc

1. What is an electronic spreadsheet package from the Open Office suits?

   Calc

2. Which type of package is used for fast and accurate calculations, formatting of data in a document?

   Spreadsheet

3. Which package is used for managing financial and accounting documents, creating data reports, generating invoices, analyzing data from scientific and statistical researches and for doing variety of calculations on data?

   Spreadsheet

4. Which program can store, manipulate and create graphical representations of data?

   Spreadsheet package

5. What allows entering data in row and column fashion?

   Spreadsheet

6. What's main purpose is to manage collections of spreadsheets?

   Worksheet

7. Which are the popular applications of spreadsheet?

   Balance sheet, Result analysis and merit list preparation, Statistical data analysis, financial activities and personal activities

8. How to open the Calc?

   Applications → Office → OpenOffice.org Spreadsheet

9. What is known as multiple sheets of spreadsheet?

   Worksheets

10. By default how many worksheets are there in a new spreadsheet?

    3

11. How many worksheets can you create per spreadsheet document max?

    256

12. What is the extension of an Open Office Calc?

    .ods

13. What shows name of the current spreadsheet?

    Title bar

14. What contains menus with commands for various tasks?

    Menu bar

15. Which menu contains commands to operate the entire document?

    File

16. Which menu contains all editing commands?

    Edit

17. Which menu contains all adding and removing elements of the user interface, page break preview?

    View

18. Which menu contains commands to insert rows, columns, worksheets, elements, objects?

    Insert

19. Which menu contains commands to format cells, grouping of elements, sorting, and conditional formatting?

    Format

20. Which menu contains additional tools?

    Tools

21. Which menu contains commands for data processing, data sorting and data filter?

    Data

22. Which menu contains options for new window, freezing cells, list of all OpenOffice.org documents?

    Window

23. Which menu provides help about function, information about applications and version of software?

    Help

24. Which symbol shows you that there are more options available in the submenu?

    Triangle   (▶)

25. What presents the most common commands in form of onscreen buttons?

    Toolbar

26. Which toolbar contains most frequently used standard commands from the File and Edit menus?

Standard toolbar

27. Which kinds of icons are reflected in standard toolbar?

Recently used

28. Which toolbar presents the most frequently used commands for formatting content of a cell?

Formatting toolbar

29. Which toolbar presents facilities for entering and editing formula within a cell?

Formula toolbar

30. What is an intersection of a row and a column?

Cell

31. What is identified by its column letter and row number?

Cell Address

32. What shows currently selected cell?

Formula bar

33. What shows present status of the document along with the sum of the selected cells, page style, selection mode and unsaved changes?

Status bar

34. How you can move between worksheets of the documents?

Sheet tab

35. Which Calc bar shows present status of the document along with other data?

Status bar

36. Using which function can you see the picture of Open Office development team members?

=starcalcteam ( )

37. What do we call the empty grids of cells from where user's data appears?

Workspace

38. What is denoted by the address of the first cell and the address of the last cell?

Cell range.

39. What doe we call the active cell corner fill rectangle symbol?

Autofill handle

40. The cell which is currently selected is known as an **active cell.**

41. The current worksheet tab name has the **white** background and other sheets have the **grey** background.

42. Cell range is separated with **colon (:)** symbol.

43. The corner of the active cell is highlighted with filled small **rectangle.**

44. The Calc contains **1,024** (A to AAM) columns and **1,048,576** rows.

45. The formula bar is indicated by **fx** symbol.