

Chapter – 6
Data Editing and Formatting in Calc

1. How can you open new spreadsheet?
File → New → Spreadsheet
2. How can you open document folder?
Places → Documents
3. Using which utility of Ubuntu we can find the files?
Search
4. How can we find the files?
Places → Search for Files
5. Using which file formats can you save your worksheet?
.ods, .ots, .dbf, .csv, .html, .pdf, .xlsx, .xls
6. Which option changes (rename) name of worksheet?
Format → Sheet → Rename
7. Which option is used to change the tab color of a worksheet?
Tab Color
8. Which option is used to insert new worksheet?
Insert → Sheet
9. Which option is used to delete the worksheet?
Edit → Sheet → Delete
10. Which option is used to provide specific width of cell?
Format → Column → Width
11. Which option is used to provide specific height of cell?
Format → Row → Height
12. Which option is used to change measurement of height and width of cell?
Tools → Options → General
13. Which option is used to make headers of rows and columns always visible?
Freezing
14. How can we freeze row and column?
Window → Freeze

15. Which key is used to hold down, if cells are not physically adjacent?

Ctrl

16. Which are the different options available in the Delete Contents dialog box?

Delete all, Text, Numbers, Date & Time, Formulas, Notes, Formats and Objects

17. Which option from Delete Contents dialog box is used to delete the entire content of a cell / cell range?

Delete All

18. Which option from Delete Contents dialog box is used to delete additional elements of a cell?

Objects

19. How the copied data will be highlighted in spreadsheet?

Dotted Rectangle

20. Which option is used for additional paste?

Edit → Paste Special

21. How many different choices are available in paste special?

7

22. Which tool is used to automatically fill data into the cells?

Autofill Tool

23. Which sign is added before the row or /and column to make it as fix address?

\$

24. What do we call an arrangement of data in particular order?

Sorting

25. How can we sort data?

Data → Sort

26. Which option is used to filter out unnecessary data and present only wanted data?

Data Filter

27. How can we filter data automatically?

Data → Filter → AutoFilter

28. Which option is used to avoid errors in entering data?

Data Validations

29. Which option of Data Validation, gives some condition / validation for your data?

Criteria

30. Which option checks your spelling mistake in Calc?

Spelling Check (F7).

31. How the top area of every page and bottom area of every page known as?

Header and Footer

32. How many types of orientation in Calc?

2, portrait and landscape.

33. What is the second name of auto fill of numbers?

Arithmetic progression.

34. Which means selecting more than one cell?

Cell range

35. Write down an example of absolute cell address.

=\$A\$6

36. When we insert a row in Calc, the row inserted **above** to the selected row.

37. When we insert a column in Calc, the column inserted **left** to the selected column.

38. When we insert a sheet in Calc, the sheet inserted **before** to the selected sheet.

39. When a **relative** address is copied from one cell to another, it will be automatically changed.

40. The **absolute** address does not change when the formula is copied or moved from one cell to another.