

**Std : 6**

**Ch : 3 Calc : Creating Worksheet**

**Textual Exercise**

**Que. A Tick the Correct answer.**

1. A spreadsheet program that organizes data in rows and columns is called \_\_\_\_\_.  
a. **Calc**                      b. Writer                      c. Impress
2. The Collection of rows and column is called \_\_\_\_\_.  
a. Workbook                      **b. Worksheet**                      c. Document
3. By default, Calc spreadsheet contains \_\_\_\_\_ worksheet.  
a. 3                      b. 2                      **c. 1**
4. The number of rows in a single worksheet is \_\_\_\_\_.  
a. 16384                      **b. 1048576**                      c. 1084756
5. Selected group of cells is called \_\_\_\_\_.  
a. **Range**                      b. Worksheet                      c. Highlighters
6. You can make a worksheet look more attractive and legible by \_\_\_\_\_.  
a. Editing                      **b. Formatting**                      c. Correcting
7. \_\_\_\_\_ means the way in which data is settled within the boundary of a cell.  
a. Editing                      b. Underlining                      **c. Alignment**

**Que . B True or False :**

1. A workbook can contain only 5 worksheets. [ F ]
2. Mouse pointer is displayed as a block plus sign, whenever it is located in a cell. [ F ]
3. You can not cancel the last change that you made to the worksheet. [ F ]
4. You can change the front of numbers in Calc. [ T ]
5. By default, Calc aligns text data to the right of the cells. [ F ]
6. You can complete a series across a row or down a column in a worksheet. [ T ]
7. The conditional formatting is used to format the data according to specified condition. [ T ]

**Que. C Fill in the blanks :**

1. The **Name** box gives the cell reference using a combination of a letter and a number.
2. There are **1048576** rows and **1024** columns in a single worksheet.
3. A **Letter** identifies each column and a **Number** identifies each row.
4. Calc automatically left-aligns the **text** data in a cell and right aligns the **Number** .
5. By using **undo** feature, you can revert the last changes.

6. **Merge and Center** Command is used to quickly create a merged cell to hold the title text.
7. **Border** Can be added to the cells for separating the data from surrounding cells.

**Que. D Define the following :**

1. **Active Cell** : Active Cell in a worksheet has a dark border around it.
2. **Formula Bar** : It is used to enter and edit Formulas, and Perform calculations on a worksheet data.
3. **Name Box** : The cell reference of an active cell is displayed in the name box.
4. **Gridlines** : The horizontal and vertical lines representing in rows and columns on the worksheet are called gridlines.
5. **Mouse Pointer**: Mouse pointer changes its shapes depending on the task you are performing in calc and its location on the screen.

**Que. E Differentiate between the following:**

1. **Workbook** : A spreadsheet file is called workbook which is like a notebook having many individual worksheets.  
✚ **Worksheet** : Calc allows us to organize data in rows and columns. These rows and columns are collectively called a worksheet.
2. **Row Heading** : A row number on the left side of the grid is called row heading. It identifies each row.  
✚ **Column Heading** : A column heading is the coloured row of letters which is used to identify each column within the sheet.
3. **Undo Feature**: It is used to cancel the last change we made done in our worksheet.  
✚ **Redo Feature** : It is used to reverse the result of the undo feature.
4. **Moving data**: It allows us to re-organize data in our worksheet. When we move data, the data disappears from its original location.  
✚ **Coping data**: It allows us to repeat data in our worksheet without having to retype the data. When the copy data, the data appears in both the original and the new locations.

**Que : F Answer in one two sentence :**

**1. What is LibreOffice Calc?**

Ans : LibreOffice Calc is a powerful open source spreadsheet program that allows you to organize and maintain data, complete calculations and represent data in graphs.

**2. When do we need to change the column width and row height?**

Ans : The width of the column and row heights adjusted for accommodating the data properly. It is useful if data displayed in the cell is too broad to be completely viewed within the standard column.

**3. Why do we use Merge and Center cells button ?**

Ans : We use the Merge and Center cells button to quickly create a merged cell to hold the title text.

**4. What is the use of borders option in Calc?**

Ans : Border are used in worksheet cells to separate the data from surrounding cells.

RSCD

## : Extra Notes :

### **Answer in one word:**

1. What is called a spreadsheet file?

**Ans : Workbook**

2. What is called the intersection of row and column?

**Ans : Cell**

3. Which file extension is used to store calc workbook?

**Ans : .ods**

4. What is called the horizontal and vertical lines representing the rows and columns on the worksheet?

**Ans : Gridlines**

5. Which features of Calc is used to add duplicate entries or a data series to your worksheet cells?

**Ans : Auto Fill**

6. Conditional Formatting option is available in which menu in LibreOffice Calc?

**Ans : Format Menu**

7. What is the Shortcut key of Redo option?

**Ans: ctrl + Y**

8. Which option is allows you to re-organize data in the worksheet without having to retype the data.

**Ans : Copying**

9. What is called the selected group of cells in Libreoffice calc?

**Ans : A Range**

10. Which feature is used to display different portions of worksheet in the worksheet window?

**Ans : Scroll Bar**

11. Which Feature is used to enlarge or reduce the view of worksheet?

**Ans : Zoom Controls**