



COMPUTER APPLICATIONS
7. WORKING WITH OPEN OFFICE CALC
SECTION – A

Choose the correct answer

1. Which is the first electronic spreadsheet?
(A) Excel (B) Lotus 1-2-3 (C) **Visicalc** (D) OpenOffice Calc
2. Which of the following applications was the parent to OpenOffice Calc?
(A) Visicalc (B) LibreCalc (C) Lotus 123 (D) **StarOffice Calc**
3. Grid of cells with a programmable calculator:
(A) **Spreadsheet** (B) Database (C) Word processor (D) Linux
4. A column heading in Calc is represented using
(A) Number (B) Symbol (C) Date (D) **Alphabet**
5. Which key is used to move the cell pointer in the forward direction within the worksheet?
(A) Enter (B) **Tab** (C) Shift + Tab (D) Delete
6. A formula in calc may begin with
(A) = (B) + (C) - (D) **All the above**
7. What will be the result from the following formula (Assume A1=5, B2=2)? $+ A1^B2$
(A) 7 (B) **25** (C) 10 (D) 52
8. What will be the result from the following expression (Assume H1=12, H2=12)? $H1 <> H2$
(A) True (B) **False** (C) 24 (D) 1212
9. Which of the following symbol is used to make a cell address as an absolute reference?
(A) + (B) % (C) & (D) **\$**
10. Which of the following key combinations is used to increase the width of the current column?
(A) **Alt + Right arrow** (B) Ctrl + Right arrow
(C) Alt + Left arrow (D) Ctrl + Left arrow

SECTION-B

Short Answers

1. What are the types of toolbars available in OpenOffice calc?

There are three toolbars available by default. They are:

* Standard Toolbar

* Formatting Toolbar

* Formula bar

2. What is a Cell pointer?

Cell pointer is a rectangle box which can be moved around the worksheet. The cell in which the cell pointer is currently located is known as “Active cell”. When you type any content, it will appear in the active cell.

3. Write about the text operator in OpenOffice Calc.

In Calc, “&” is a text operator which is used to combine two or more text. Joining two different texts is also known as “Text Concatenation” An expression using the text operator has the following syntax: text reference1 & text reference2

4. Write the general syntax of constructing a formula in Calc.

General Syntax of constructing a formula is:

= cell reference1 <operator> cell reference2 <operator>

5. What are the keyboard shortcuts to cut, copy and paste?

Ctrl + X is used to cut the cell

Ctrl + C is used to copy the cell

Ctrl + V is used to paste the cell

6. Can you edit the contents of a cell? If yes, explain any one of the method of editing the cell content.

Yes, we can edit the contents of a cell.

* Using keyboard, after selecting the cell, Press the F2 key and the cursor is placed at the end of the cell. The use the keyboard arrow keys to move the cursor through the text in the cell.

7. What are the options available in “Insert Cells” dialog box?

There are four options available in Insert cells

* Shift cells down

* Shift cells right

* Entire row

* Entire Column

8. Match the following

Sl.No	A	B
1	Cut, Copy, Paste	Standard Toolbar
2	Cell Pointer	Active Cell
3	Selection Mode	Status Bar
4	\$A\$5	Absolute Cell

9. Define the following (i) Text Operator (ii) Rows and Columns of spreadsheet

Text Operator

In Calc, “&” is a text operator which is used to combine two or more text. Joining two different texts is also known as “Text Concatenation” An expression using the text operator has the following syntax: text reference1 & text reference2

Rows and Columns of spreadsheet

*A row is a horizontal group of values within a table. It contains values for multiple fields, which are defined by columns. The rows are numbered from 1, 2, 3.... OpenOffice Calc version 4.1.5 contains 10,48,576 rows.

*A column is a vertical group of values within a table. It contains values from a single field in multiple rows. Each column is labelled as A, B, C, D AA, AB, ACIt contains 1024 columns.

10. Differentiate between Copy -Paste and Cut-Paste

Copy -Paste	Cut-Paste
Select the cell or group of cells you want to copy, then using Select Edit→ Copy or Click “Copy” icon from the standard toolbar or Press Ctrl + C	Select the cell or group of cells you want to cut, then using Edit → Cut or Click “Cut” icon from the standard toolbar or Press Ctrl + X
Copy leaves the cell information in its original location and makes copy of the cell information when pasted it	But in Moving it removes the information and pastes it in another location
Move the cell pointer to the cell in which you want to paste.Edit → Paste or Click “Paste” icon or Press Ctrl + V	Move the cell pointer to the cell in which you want to paste. Edit → Paste or Click “Paste” icon or Press Ctrl + V

SECTION-C

Explain in Brief

1. Write a short note on OpenOffice Calc.

* OpenOffice Calc is a popular open source spreadsheet application maintained by Apache Foundation.

* StarOffice calc was the parent application of OpenOffice Calc which was developed by a German Company namely, Star Division in 1985.

* Calc is the spreadsheet component of OpenOffice. You can enter any kind of data in a spreadsheet and then manipulate this data to produce certain results.

2. Write about inserting columns and rows in Calc.

Inserting Rows - In Calc, we can insert a new row anywhere in the worksheet.

Step 1: Select the row where a new row to be inserted.

Step 2: Right-click on the row number, a pop-up menu appears

Step 3: click “Insert Rows” option from the menu.

Now, a new row will be inserted to above the current row. Insert → Rows command is used to insert a new row.

Inserting a Column - In Calc, we can insert a new column anywhere in the worksheet.

Step 1: Select the column where a new column should be inserted.

Step 2: Right-click on the selected column name that you selected. A pop-up menu appears.

Step 3: click the “Insert Columns” option from the menu.

Now, a new column will be inserted to the left of the current column.

A new column can also be inserted using Insert → Columns command.

3. Differentiate Deleting data using Backspace and Delete

Backspace	Delete
Backspace key is used to delete the character left of the insertion pointer of the cell	Delete key is used to delete the character right of the insertion pointer of the cell

4. Write any three formatting options.

Formatting Option	Keyboard Shortcut	Description
Bold	Ctrl + B	Used to make the data as Bold
Italic	Ctrl + I	Used to <i>Italicize</i> data
Underline	Ctrl + U	Used to <u>Underline</u> the data

5. In cell A1=34 A2=65 A3=89 write the formula to find the average.

To find the average, using anyone of the following way:

i) = AVERAGE (A1:A3) = 62.7%

SECTION - D

1. Explain about changing the column width in Calc.

Resize the width of a column using the mouse

Use the right hand border to increase or decrease the width of a column.

- Position the cursor on the right hand border of the column letter box, until you see a double headed arrow.
- Hold down the left hand mouse button and drag the border to the left or right to make the column narrower or wider as required.

As you carry out this action, the width of the column displays.



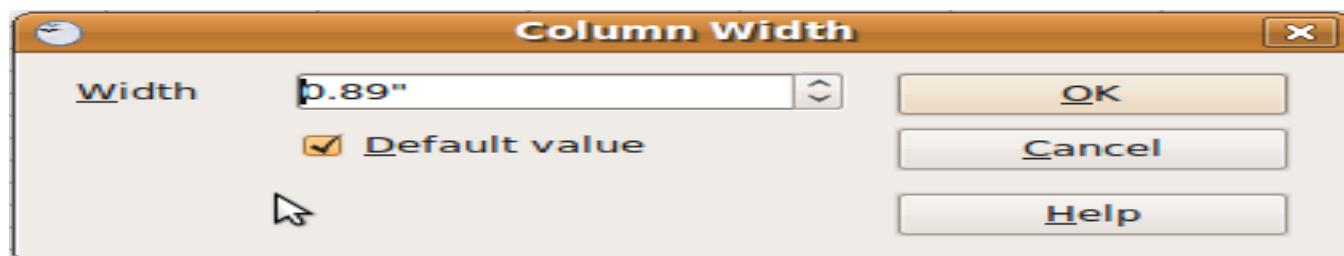
Using the mouse to widen a column

Resize one or more columns using Format

* Select the column(s) whose width you wish to change

* Select **Format** → **Column** → **Width...**

* The Column Width dialog displays



* Enter a value in the Width window or check the Default value check box to select the default column width.

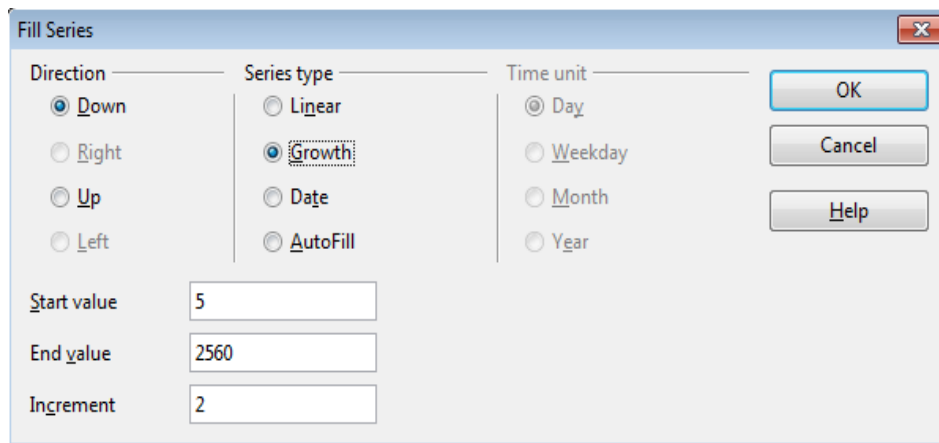
* Click OK.

The selected columns display with the new width.

2. Write the steps to generate the following series. 5, 10, 20 2560

STEPS TO GENERATE THE SERIES 5,10,20,...2560

1. Select the required number of cells to generate the series.
2. Click EDIT→ FILL, the Fill Series dialog box appears as shown below,



3. Select the Direction as **Down** in fill series dialog box.
4. Select the Series type **Growth**.
5. Initial value of the series 5 should be typed in Start Value box.
6. Maximum value of the series 2560 should be typed in End Value box.
7. The value 2 should be typed in Increment box .
8. Click OK. Now the series is generated as given below,

B
5
10
20
40
80
160
320
640
1280
2560

3. Read the following table

	A	B	C	D	E
1	Year	Chennai	Madurai	Tiruchi	Coimbatore
2	2012	1500	1250	1000	500
3	2013	1600	1000	950	350
4	2014	1900	1320	750	300
5	2015	1850	1415	820	200
6	2016	1950	1240	920	250

Above table shows the sales figures for “Air Cooler” sold in four major cities of TamilNadu from the year 2012 to 2016. Based on this data, write the formula to calculate the following.

- (1) Total sales in the year 2015.
- (2) Total sales in Coimbatore from 2012 to 2016.
- (3) Total sales in Madurai and Tiruchi during 2015 and 2016.
- (4) Average sales in Chennai from 2012 to 2016
- (5) In 2016, how many “Air Coolers” are sold in Chennai compared to Coimbatore?

ANSWER:

SL.NO	QUESTION	FORMULA	ANSWER
1	Total sales in the year 2015.	=SUM(B5:E5)	4285
2	Total sales in Coimbatore from 2012 to 2016.	=SUM(E2:E6)	1600
3	Total sales in Madurai and Tiruchi during 2015 and 2016.	=SUM(C5:D6)	4395
4	Average sales in Chennai from 2012 to 2016	=AVERAGE(B2:B6)	1760
5	In 2016, how many “Air Coolers” are sold in Chennai compared to Coimbatore?	=B6–E6	1700