

ELECTRONIC SPREADSHEET (ADVANCED)

REVISION NOTES

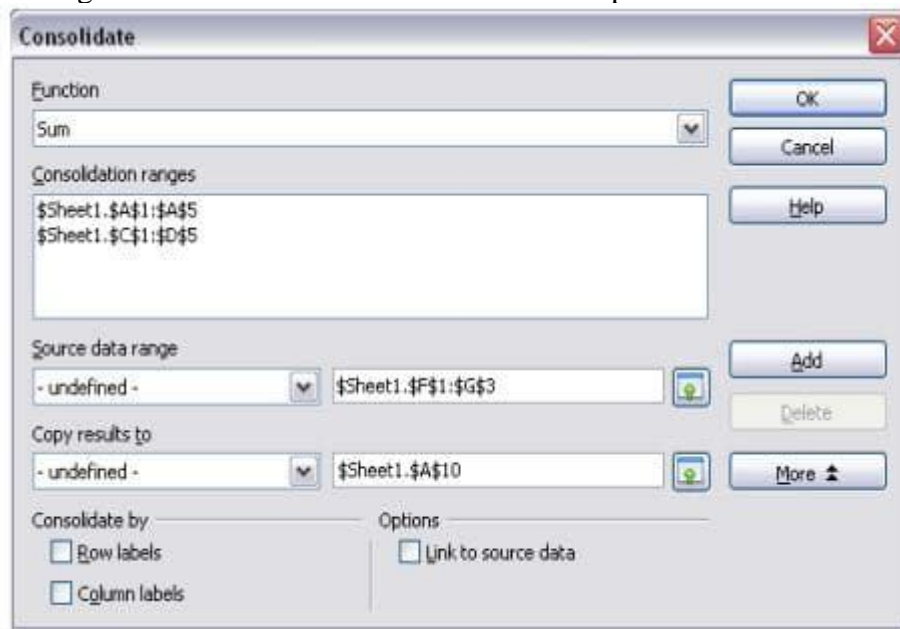
ANALYZE DATA USING SCENARIOS AND GOAL SEEK

Data Consolidation

In OpenOffice, data consolidation refers to the combining of data from various sources or sheets into a single area for easy analysis and manipulation. It helps when working with data that is spread across multiple files or sheets and enhances productivity, accuracy, and decision-making abilities.

Advantages of using Consolidation Data –

- Saves time by combining information from various sources into one document.
- reduces the possibility of errors that could happen when manually copying data, which increases accuracy.
- allows you to examine and interact with the combined data in one place, which improves efficiency.
- improves decision-making by giving a thorough perspective of the data.
- Having all the data in one location makes it simpler to share it with other people.



Consolidation Data Window

To use the Consolidate tool in OpenOffice, follow these steps:

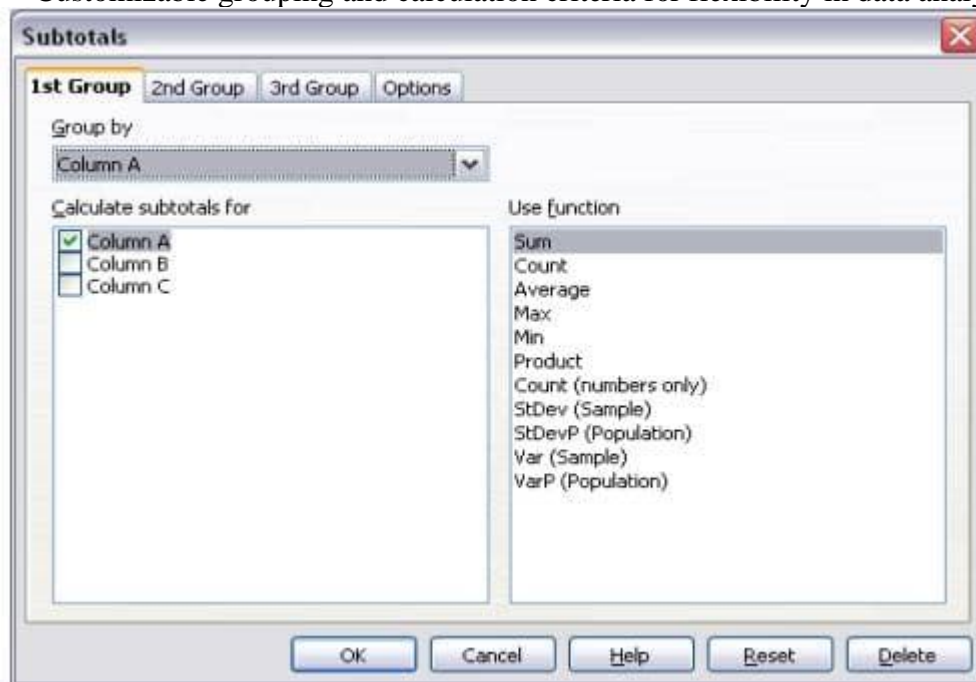
1. Open a new or existing spreadsheet in OpenOffice.
2. Select the cell where you want the consolidated data to appear.
3. Click on Data > Consolidate from the menu bar.
4. In the Consolidate dialog box, select the range of cells or sheets you want to consolidate.
5. Choose the function you want to use to consolidate the data (such as sum or average).
6. Specify any additional settings, such as whether to include labels or empty cells.
7. Click OK to consolidate the data.

Creating Subtotal in Electronic Spreadsheet

Subtotal in OpenOffice electronic spreadsheet refers to a function that calculates the subtotal of a range of values within a list or table. This function can be used to summarize data by category or group, allowing you to quickly see the total for each group.

Advantages of using Subtotal in OpenOffice electronic spreadsheet:

- Easy data analysis by grouping and summarizing data based on criteria.
- Improved accuracy by automating subtotal calculations and reducing errors.
- Increased efficiency by saving time and effort.
- Enhanced organization by grouping data into categories and subcategories.
- Customizable grouping and calculation criteria for flexibility in data analysis.



SubTotal Window

To use the Subtotal function in OpenOffice, follow these steps:

1. Open a new or existing spreadsheet in OpenOffice.
2. Select the range of data you want to subtotal.
3. Click on Data > Subtotals from the menu bar.
4. In the Subtotals dialog box, select the column you want to group by and the function you want to use (such as sum or count).
5. Click OK to apply the subtotals.

Using “What-if” Scenarios in Electronic Spreadsheet

Scenarios in OpenOffice electronic spreadsheet refer to a feature that allows you to create and compare different sets of data to explore different outcomes or possibilities. Scenarios are useful when you want to explore how changes in data will affect your calculations, such as in financial modeling or forecasting.

What is use of What-if in scenario

“what-if” analysis in scenarios, you can test different possibilities and explore the potential impact of changes to your data, helping you make more informed decisions.

Advantages of using Scenarios in OpenOffice electronic spreadsheet:

- Allows you to explore different outcomes or possibilities based on changes to your data.
- Helps you to better understand your data and make more informed decisions.
- Particularly useful in financial modeling, forecasting, and other areas where you need to explore the impact of different variables on your data.
- Provides a way to compare and contrast different sets of data and their potential impact.
- Can save time by allowing you to easily create and test different scenarios.



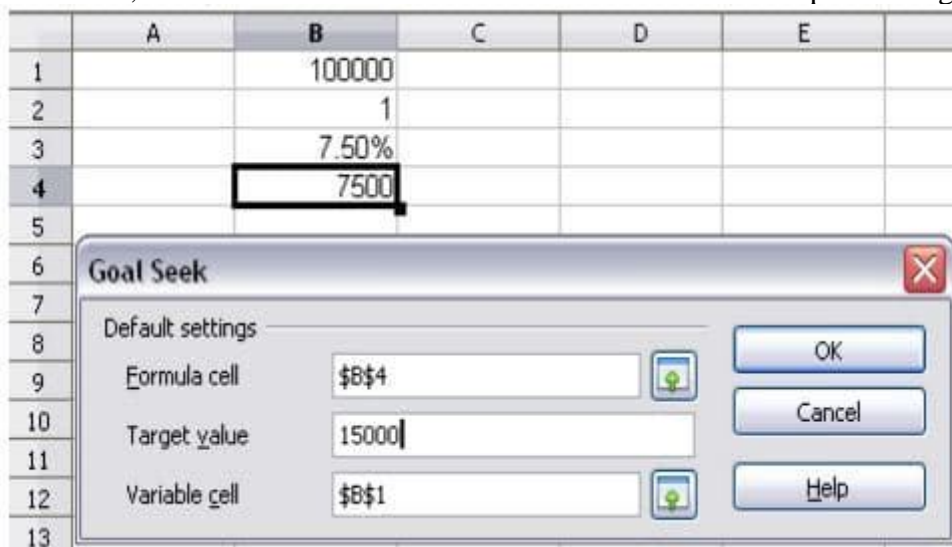
To use Scenarios in OpenOffice, follow these steps:

1. Open a new or existing spreadsheet in OpenOffice.
2. Enter the original data that you want to use as the basis for your scenarios.
3. Click on Tools > Scenarios from the menu bar.
4. In the Scenarios dialog box, click on Add to create a new scenario.
5. Give your scenario a name and select the cells you want to vary in your scenario.
6. Enter the new values for each cell in your scenario.
7. Click OK to save your scenario.
8. Repeat steps 4-7 to create additional scenarios.
9. To compare scenarios, click on Tools > Scenarios and select the scenarios you want to compare.

Goal Seek in Electronic Spreadsheet

Goal Seek in electronic spreadsheet refers to a feature that allows you to find the input value needed to achieve a specific output value. This can be useful when you know the desired result of a calculation, but you are not sure what input value is needed to achieve that result.

For example, you might use Goal Seek to determine what interest rate is needed to pay off a loan in a specific amount of time, or what sales volume is needed to achieve a certain profit margin.



To use Goal Seek in an electronic spreadsheet, follow these steps:

1. Enter the formula that you want to use in the cell where you want the output value to appear.
2. Enter an initial value for the input cell that you want to change.
3. Click on Tools > Goal Seek from the menu bar.

4. In the Goal Seek dialog box, enter the output value you want to achieve and select the cell containing the input value you want to change.
5. Click OK to run the Goal Seek analysis.
6. The Goal Seek feature will calculate the value needed to achieve the desired output and update the input cell with the new value.

Solver in Electronic Spreadsheet

The Solver is a more advanced version of Goal Seek. While Goal Seek is designed to find a single variable solution, Solver can handle equations with multiple unknown variables. It is used to find the best possible outcome that meets a set of defined conditions, such as minimizing or maximizing a particular result based on a set of rules or constraints that you define.

Solver example

Consider investing \$10,000 over the course of a year in two mutual funds. Fund X is a lower risk fund with an interest rate of 8%, whereas Fund Y has a greater risk interest rate of 12%. How much should be put into each fund in order to generate a total interest of \$1,000?

B3 $f(x) \sum =$ $=C3*D3/100*E3$						
	A	B	C	D	E	F
1		interest earned	amount invested	interest rate	time period	
2	Fund X	0	0	8	1	
3	Fund Y	1200	10000	12	1	
4	total	1200	10000			
5						
6						

Difference between goal seek and solver

	Goal Seek	Solver
Purpose	Find a single variable solution to a problem	Find an optimal solution to a problem with multiple variables
Input variables	One input variable	Multiple input variables
Output	Finds the value of the input variable that produces a specific output	Finds the best combination of input variable values that meet a set of conditions or constraints
Problem complexity	Simple problems with one unknown variable	Complex problems with multiple unknown variables and constraints
Algorithm	Iterative method	Optimization algorithm
Optimization	None	Minimize, maximize, or target a specific value
Constraints	None	Multiple constraints can be added

LINK DATA AND SPREADSHEETS

You may also link cells from several worksheets and spreadsheets to summarise data from numerous sources using spreadsheets. This allows you to build formulas that combine data from several sources and perform computations using both linked and local data.

Inserting New Sheet

When you open a new spreadsheet, it usually contains three sheet named Sheet1, Sheet2 and Sheet3. If you want to insert a new sheet into the spreadsheet, there are different methods you can use.

Steps for Creating New Sheet –

1. Choose Insert > Sheet from the menu bar,
2. Insert the sheet by right-clicking on the tab,
3. Click in the empty area at the end of the sheet tabs.

Renaming Sheets

- Step 1 : Double-click on the name of a current worksheet.
- Step 2 : Use the context menu that appears when you right-click on the name of an existing worksheet to select Rename.
- Step 3 : Click on the worksheet tab to choose the worksheet you want to rename, and then choose the Sheet option from the Format menu. The Rename option should be chosen from the submenu that is displayed when you do this.

Cell Reference

Cell referencing in a spreadsheet is the process of referring to a specific cell or range of cells within a worksheet by using a unique identifier. This unique identifier is called a cell reference and it is made up of a combination of a column letter and a row number that identifies the location of a particular cell.

There are two ways to reference cells in other sheets –

1. Creating The Reference With The Mouse
2. Creating The Reference With The Keyboard.

Creating The Reference With The Mouse

Both spreadsheets must be open in order to construct the reference with the mouse. Choose the cell where the formula will be entered.

Creating The Reference With The Keyboard

Referencing It's easy to enter a cell reference using the keyboard in a formula. The reference consists of three parts:

- Path and file name
- Sheet name
- Cell

Example – ='file:///Path &File Name'#\$SheetName.CellName.

Working with Hyperlinks

In Calc, you can utilise hyperlinks to navigate between spreadsheet cells and to other areas of the same or different files, websites, or even other spreadsheets.

Hyperlinks can be stored within your file as either relative or absolute.

Relative And Absolute Hyperlinks

Relative and absolute hyperlinks are used in spreadsheet applications, such as OpenOffice Calc, to create links between cells or other resources within the same spreadsheet or to external files and web pages.

a. Relative Hyperlinks – Relative hyperlinks are links that are specified in relation to the current cell's location. They typically use a path that is relative to the current file's location. For example, if

you are currently on cell A1 and you want to link to cell B1 in the same sheet, you can use the relative hyperlink “B1”.

b. Absolute Hyperlinks – Absolute hyperlinks, on the other hand, specify the full path or URL of the resource being linked to. For example, to link to a web page located at “https://cbsekskilleducation.com/information-technology-class-10-notes/”, you can use the absolute hyperlink “https://cbsekskilleducation.com/information-technology-class-10-notes/”.

Linking to External Data

To insert external data, such as tables from HTML documents or named ranges from other spreadsheets, into OpenOffice Calc, you can use the External Data dialog or the Navigator.

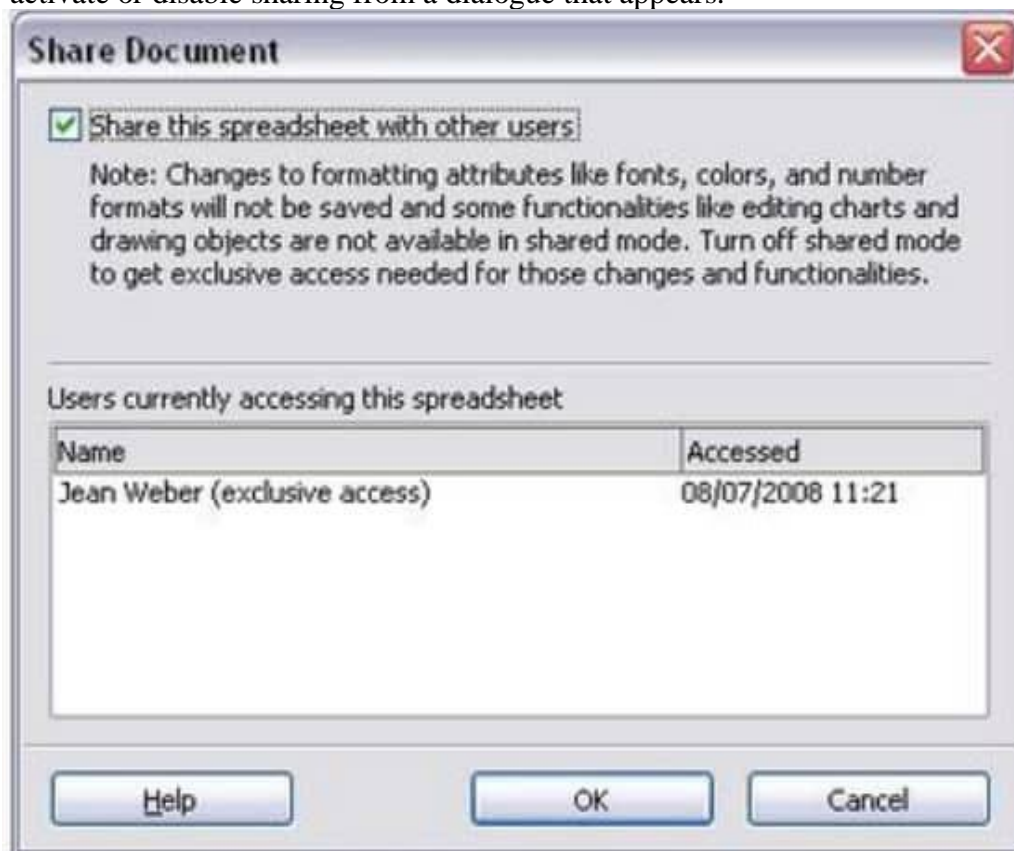
1. **Using the External Data dialog:** Go to “Data” > “External Data”, select the source of the data, and choose the specific data to insert. You can link to the external data or copy it into your spreadsheet.
2. **Using the Navigator:** Click on the “Navigator” icon or press F5, expand the “Data Sources” section, select the source of the data, and drag and drop the table or named range into your spreadsheet.

SHARING WORKSHEET DATA

Spreadsheet software gives users the option to share and store workbooks in a network location so that numerous users can view the same workbook at once. This function helps users collaborate more effectively by increasing the efficiency of data entering.

Setting up a Spreadsheet for Sharing

You can create a spreadsheet at any moment and share it with others. Open the spreadsheet document and select Tools > Share Document to enable the document’s collaborative features. You can choose whether to activate or disable sharing from a dialogue that appears.



Record Changes

You may track changes made to a spreadsheet by yourself or other users using the “Record Changes” option in OpenOffice Calc. When working on a spreadsheet with others, reviewing and editing data, and keeping track of multiple people’s edits, this capability comes in handy.

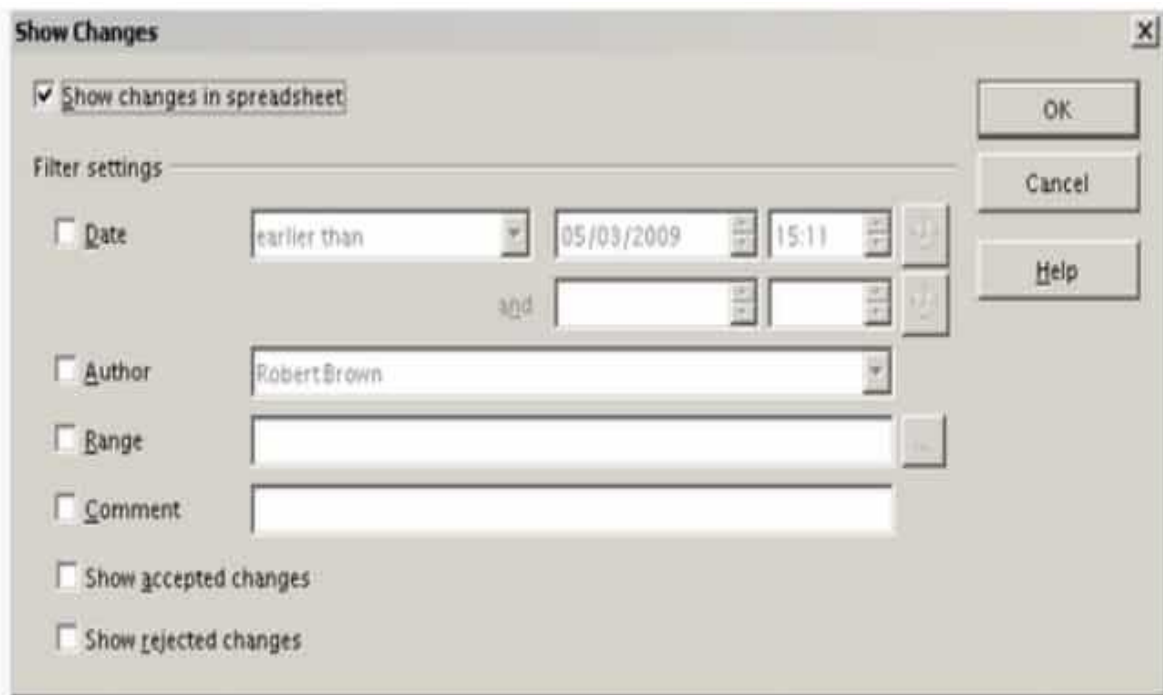
Any changes you make to the spreadsheet are noted in the document and recorded when the “Record Changes” option is turned on in OpenOffice Calc.

Turned on Record Changes feature ON

- Open the Spreadsheet
- Click on Edit > Changes > Record
- Now, You can start Editing the worksheet

Viewing Changes

Calc gives the control over the spreadsheet to view the changes you or other have done in Worksheet. To change the available filters, select Edit > Changes > Show. The following dialog opens.



In OpenOffice Calc, you can view changes made to a spreadsheet using the “Record Changes” feature.

- Date filter: Shows only the changes made within a specified time range.
- Author filter: Displays changes made by a specific person, which is useful when multiple reviewers are working on the worksheet.
- Range filter: Shows only changes made within a specific range of cells, helpful for large spreadsheets.
- Comment filter: Displays changes that have comments matching the search criteria.
- Show accepted changes: Displays only the changes that you have accepted.
- Show rejected changes: Displays only the changes that you have rejected.

Accepting or Rejecting Changes

You have the choice to accept or reject the changes once you’ve done editing the document. When changes are accepted, they are made permanent parts of the document; when changes are rejected, the document returns to the way it was before the changes were made.

1. Go to the “Edit” menu and select “Changes” followed by “Accept or Reject.”
2. In the Accept or Reject Changes dialog box, you can either accept or reject changes one-by-one or all at once.

Merging Worksheets

Merging worksheets in OpenOffice Calc is a feature that allows you to combine two or more worksheets into a single worksheet. This is useful when you have data spread across multiple worksheets that you want to consolidate into a single worksheet for analysis or reporting purposes.

- Open the Worksheet
- Select Edit > Changes > Merge Document
- Select the file from selection dialog box
- Use Accept or Reject changes

Comparing Document

You can compare two or more spreadsheets in OpenOffice Calc using a feature called “Document Comparison” to find discrepancies between them. This can be helpful when you want to evaluate edits made to a spreadsheet by another person or when you want to compare two spreadsheet versions for inconsistencies or errors.

- Open worksheet
- Select Edit > Compare Document
- Select the original worksheet
- Now, You can find the changes

CREATE AND USE MICROS IN SPREADSHEET

Using Micors

A macro in OpenOffice is a set of commands or keystrokes that are stored for later usage. Macro might be simple, like inputting an address automatically, or sophisticated, like automating a sequence of calculations. Because the OpenOffice macro language is so flexible, users can automate a variety of processes. When repetitive actions need to be carried out repeatedly in the same manner, macros are especially helpful.

Advantages of Micro

- The repetitive and routine processes are automated by macros.
- Macros save your time

Creating Macro in Spreadsheet

- Open Worksheet
- Click on Tools > Macros > Record Macro
- Click on Start/Stop recording

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ELECTRONIC SPREADSHEET (ADVANCED)

OBJECTIVE QUESTIONS (SET 01)

1. _____ allows you to combine data from multiple worksheets into a single master worksheet.

- a. Data Consolidation
- b. Multiple Data
- c. Scenarios
- d. Goal Seek

Ans: a. Data Consolidation

2. _____ series of worksheets or workbooks summarizes it into a single worksheet.

- a. Multiple Data
- b. Data Consolidation
- c. Scenarios
- d. Goal Seek

Ans: b. Data Consolidation

3. Which function cannot be performed through Subtotal in a Spreadsheet?

- a. Sum
- b. Product
- c. Average
- d. Percentage

Ans: d. Percentage

4. Scenarios are a tool to test questions.

- a. Auto
- b. Goal Seek
- c. What-if
- d. Drop Down

Ans: c. What-if

5. When making a watermark or putting an image in the backdrop of a document, _____ comes in useful.

- a. Transparency
- b. Fill
- c. Filters
- d. Crop

Ans: a. Transparency

6. It refers to a cell or a range of cells on a worksheet and can be used to find the values or data that you want a formula to calculate.

- a. Row
- b. Column
- c. Autosum
- d. Cell Reference

Ans: d. Cell Reference

7. _____, totals/adds data arranged in an array—that is, a group of cells with labels for columns and/or rows Which step one must follow before using the Subtotal option?

- a. Consolidate

- b. Rename Data
 - c. Filter Data
 - d. Subtotal
- Ans: d. Subtotal

8. A _____ hyperlink contains the full address of the destination file or web page.

- a. Relative
- b. Absolute
- c. Mixed
- d. Address

Ans: b. Absolute

9. Which of the following reflects the importance of Goal Seek?

- a. Subtotal
- b. Scenario
- c. Solver
- d. Consolidate

Ans: c. Solver

10. _____ means combining data in a spreadsheet from different worksheets into master worksheet

- a. Hyperlinks
- b. Consolidating
- c. Linking
- d. Filter

Ans: b. Consolidating

11. An _____ link will stop working only if the target is moved while a _____ link will stop working only if the start and target locations change relative to each other.

- a. absolute, fixed
- b. Relative, Absolute
- c. absolute, relative
- d. permanent, absolute

Ans: c. absolute, relative

12. Hema holds the title of chartered accountant. On a daily basis, she used to keep track of the accounts on a spreadsheet. There are a number of steps that she must follow at all times. Can you recommend a spreadsheet feature that will allow her to complete these activities quickly and without having to repeat the processes each time?

- a. Record Changes
- b. Track Changes
- c. Goal Seek
- d. Using Macros

Ans: d. Using Macros

13. Raj has produced a worksheet in which he has entered all of his employees' details. He wants each employee to look over the spreadsheet and, if necessary, change their address and phone number. He'd also like to know what modifications his employees have made. Which aspect of the spreadsheet should he enable so that he can view the changes that his staff have made?

- a. Macro
- b. Link Workbook
- c. Change Worksheet
- d. Track Changes

Ans: d. Track Changes

14. Sunita is working on a spreadsheet project. Her friend taught her how to rename a spreadsheet, which will make it easier for her to identify the worksheet data. She was excited and told her brother about it. A worksheet in spreadsheets can be renamed in _____ different ways, according to her brother.

- a. 2
- b. 3
- c. 4
- d. 1

Ans: b. 3

15. _____ is a spreadsheet function that is designed to minimize or maximize a result based on a set of rules that you describe.

- a. Goal Seek
- b. Scenario
- c. Solver
- d. Subtotal

Ans: c. Solver

16. The intersection point between a row and column is called _____.

- a. Row
- b. Column
- c. Table
- d. Cell

Ans: d. Cell

17. Formulas in a Spreadsheet must begin with a _____ sign.

- a. \$
- b. @
- c. #
- d. =

Ans: d. =

18. _____ is a tool to test “what-if” questions.

- a. Scenario
- b. Solver
- c. Macro
- d. Average

Ans: a. Scenario

19. Rohit received a 25 out of 30 grade in English and a 22 out of 30 grade in Math. In order to calculate the score in IT, he needs to acquire an overall score of 85 percent. Provide him with the best selection from the list below.

- a. Macro
- b. Solver
- c. Goal Seek
- d. Sub Total

Ans: c. Goal Seek

20. As a school project, Krish and Kritika conducted a survey of their neighborhood’s literacy rates by age, which they recorded in a spreadsheet. They both want to work on it at the same time to finish it on time. Which option should they use to access the same Spreadsheet in order to save time?

- a. Consolidate Worksheet
 - b. Shared Worksheet
 - c. Link Worksheet
 - d. Lock Worksheet
- Ans: b. Shared Worksheet

21. You can use _____ to combine data from multiple worksheets into a master worksheet.

- a. Data Consolidation
- b. Goal Seek
- c. Solver
- d. Total data

Ans: a. Data Consolidation

22. The Consolidated option is available under _____ menu.

- a. View
- b. Tool
- c. Insert
- d. Data

Ans: d. Data

23. We can consolidate data by _____

- a. Row Label
- b. Column Label
- c. Both of the above
- d. None of the above

Ans: c. Both of the above

24. In the consolidate window, which of the following functions are available?

- a. Max
- b. Min
- c. Count
- d. All of the above

Ans: d. All of the above

25. Which option should we use to define the target range? (Where we want the result to be displayed)

- a. Source data range
- b. Copy results to
- c. Need result at
- d. target range

Ans: b. Copy results to

26. Which option is used to name a range of cells?

- a. Range name
- b. Cell Range
- c. Define Range
- d. Select Range

Ans: c. Define Range

27. Define range option is available under the _____ menu.

- a. Insert
- b. View
- c. Developer

d. Data
Ans: d. Data

28. SUBTOTALS _____ data arranged in an array (that is, a group of cells)

- a. Add
 - b. Average
 - c. Find
 - d. Clear
- Ans: a. Add

29. Subtotals are available in _____ menu.

- a. Tools
 - b. Format
 - c. Insert
 - d. Data
- Ans: d. Data

30. In Subtotals we can select up to _____ groups of arrays.

- a. 3
 - b. 2
 - c. 4
 - d. Infinite
- Ans: a. 3

31. Scenario option is available in _____ menu.

- a. Data
 - b. Tools
 - c. Insert
 - d. Windows
- Ans: b. Tools

32. We can shift from one scenario to another by _____

- a. Navigator
 - b. Find and Replace
 - c. Data Source
 - d. None of the above
- Ans: a. Navigator

33. Which option is suitable to calculate the effect of different interest rates on an investment.

- a. Scenario
 - b. Subtotal
 - c. Consolidate
 - d. None of the above
- Ans: a. Scenario

34. Default name of first scenario created in Sheet1 of Calc is _____

- a. Sheet1_Scenario1
 - b. Sheet1_Scenario_1
 - c. Sheet_1_Scenario1
 - d. Sheet_1_Scenario_1
- Ans: b. Sheet1_Scenario_1

35. To select a random multiple cell hold down _____ key as you click on each cell.

- a. Alt
- b. Shift
- c. Ctrl
- d. All of the above

Ans: c. Ctrl

36. Goal Seek Option available in ___ menu.

- a. Tools
- b. Format
- c. Data
- d. Insert

Ans: a. Tools

37. _____ is a more elaborate form of Goal Seek.

- a. Scenario
- b. Subtotal
- c. Solver
- d. All of the above

Ans: c. Solver

38. Solver option is available under _____ menu

- a. Tools
- b. Format
- c. Edit
- d. Insert

Ans: a. Tools

39. Which feature of Calc helps to see the changes made in the shared worksheet?

- a. Record Changes
- b. Solver
- c. Subtotal
- d. None of the above

Ans: a. Record Changes

40. Record Changes feature of Calc help

- a. Authors and other reviewers to know which cells were edited.
- b. to record the screen
- c. to make changes permanent
- d. None of the above

Ans: a. Authors and other reviewers to know which cells were edited.

41. How can you consolidate data in SpreadSheet?

- a. By Column Label
- b. By Row Label
- c. Both a) and b)
- d. None of the above

Ans: c. Both of the above

42. Subtotals refer to the process of _____ data arranged in an array (a group of cells).

- a. finding
- b. adding
- c. clearing
- d. averaging

Ans: b. adding

43. Is it true or false that when you print a spreadsheet, only the content of the active scenario is printed?

- a. True
- b. False

Ans: a. True

44. To select multiple random cells, what key should you hold down as you click on each cell?

- a. Alt
- b. Ctrl
- c. Shift
- d. All of the above

Ans: b. Ctrl

45. Can we link one worksheet to another worksheet?

- a. True
- b. False

Ans: a. True

46. Where are the sheet tabs located by default in a spreadsheet?

- a. Top
- b. Bottom
- c. Middle
- d. None of the above

Ans: b. Bottom

47. What is the formula to refer to cell A3 in sheet named S1?

- a. =S1.A3
- b. ="S1".A3
- c. =S1A3
- d. None of the above

Ans: a. =S1.A3

48. If you have two spreadsheets in the same folder linked to each other and you move the entire folder to a new location, a relative hyperlink will:

- a. may work
- b. not work
- c. work
- d. None of the above

Ans: c. work

49. How many options are shown on the left-hand side of the Hyperlink dialog box in Calc?

- a. New Document
- b. Internet
- c. Document
- d. All of the above

Ans: d. All of the above

50. How can Suman and her friends work together in a spreadsheet?

- a. By linking workbooks
- b. By sharing a workbook
- c. Both a) and b)

d. None of the above

Ans: b. By sharing a workbook

51. What color border appears around a cell where changes were made in a shared worksheet?

a. Green

b. Red

c. Blue

d. Yellow

Ans: b. Red

52. What kind of colored bar marks a deleted column or row in a shared worksheet?

a. Line

b. Solid

c. Light

d. Heavy

Ans: d. Heavy

53. How can Calc find the changes made to a shared worksheet?

a. Comparing worksheets

b. Duplicating worksheets

c. Checking worksheets

d. None of the above

Ans: a. Comparing worksheets

54. Where should one go to edit a macro in Calc?

a. View > Macros > Edit Macros

b. Format > Macros > Edit Macros

c. Tools > Macros > Edit Macros

d. None of the above

Ans: c. Tools > Macros > Edit Macros

55. Which of the following modifications is not recorded in a shared worksheet?

a. Changes to any text

b. Cell formatting

c. Changes to any number

d. None of the above

Ans: b. Cell formatting

56. In which menu is the “Share Document” option available?

a. Edit

b. File

c. Tools

d. View

Ans: c. Tools

57. How can we register a data source in OpenOffice.org?

a. Choose View > Options > OpenOffice.org Base > Databases

b. Choose Format > Databases > Options > OpenOffice.org Base

c. Choose Tools > Options > OpenOffice.org Base > Databases

d. None of the above

Ans: c. Choose Tools > Options > OpenOffice.org Base -> Databases

58. Hyperlink option is available in which menu in Calc?

- a. Insert
- b. Edit
- c. File
- d. Format

Ans: a. Insert

59. When a new spreadsheet is opened, what is the default name of the first sheet?

- a. Sheet1
- b. Sheet 1
- c. Sheet_1
- d. None of the above

Ans: a. Sheet1

60. Is the Comment in the Create Scenario dialog box optional?

- a. True
- b. False

Ans: a. True

61. Do each scenario in SpreadSheet have a name?

- a. True
- b. False

Ans: a. True

62. What option is used to give a name to a range of cells in SpreadSheet?

- a. Define Range
- b. Target name
- c. Select Range
- d. Cell Range

Ans: a. Define Range

63. Where can you find the Consolidate option in SpreadSheet?

- a. Insert
- b. View
- c. Data
- d. Tool

Ans: c. Data

64. What is the correct sequence to apply Subtotals?

- a. Choose the data first, then launch the Subtotals window.
- b. Open the Subtotals window first, and then choose the data to which subtotals should be applied.
- c. Both a) and b)
- d. None of the above.

Ans: a. Choose the data first, then launch the Subtotals window.

65. Which option is appropriate to determine how different interest rates will affect an investment?

- a. Scenario
- b. Consolidate
- c. Subtotal
- d. None of the above

Ans: a. Scenario

66. In which menu is the Solver option available?

- a. Edit

- b. Format
 - c. Insert
 - d. Tools
- Ans: d. Tools

67. What elements are present in the “Insert Sheet” dialog box?

- a. After Current Sheet
- b. No. of Sheets
- c. Before Current Sheet
- d. All of the above

Ans: d. All of the above

68. How can hyperlinks in Calc be used?

- a. to jump from one sheet to a website
- b. to jump from one section to another section of the same sheet
- c. to jump from one sheet to another sheet
- d. All of the above

Ans: d. All of the above

69. Where is the Hyperlink icon present in Calc?

- a. Standard Toolbar
- b. Format Toolbar
- c. Menu Bar
- d. None of the above

Ans: a. Standard Toolbar

70. Can spreadsheet software allow users to share a workbook?

- a. True
- b. False

Ans: a. True

71. After sharing a worksheet, what word is displayed on the title bar after the worksheet’s title?

- a. Shared
- b. Sharing Sheet
- c. Sharing
- d. None of the above

Ans: a. Shared

72. How can users activate the Record Changes feature in a shared worksheet?

- a. Edit > Changes > Record from the menu bar.
- b. View > Changes > Record from the menu bar.
- c. File > Changes > Record from the menu bar.
- d. Insert > Changes > Record from the menu bar.

Ans: a. Edit > Changes > Record from the menu bar.

73. From which menu can worksheets be merged in Calc?

- a. View
- b. Tools
- c. Edit
- d. File

Ans: c. Edit

74. Which option should be used to start the macro recorder in Calc?

- a. Tools > Record > Record Macro
- b. Tools > Macros > Record Macro
- c. Data > Macros > Record
- d. None of the above

Ans: b. Tools > Macros > Record Macro

75. What is the name of the library automatically included in a Calc document when it is created and saved?

- a. Macro Library
- b. Standard
- c. Module Library
- d. None of the above

Ans: b. Standard

76. Which of the following features are disabled in a shared spreadsheet?

- a. Insert > Names
- b. Insert > Comment
- c. Edit > Changes, except for Merge Document
- d. All of the above

Ans: d. All of the above

77. In Calc, which menu can open the “Share Document” dialog box?

- a. Edit
- b. View
- c. File
- d. Tools

Ans: d. Tools

78. A relative hyperlink will stop working only if the target is moved.

- a. True
- b. False

Ans: b. False

79. How can an existing sheet be renamed in Calc?

- a. Right click on existing sheet and then choose rename
- b. Double click on one of the existing sheet
- c. Both a) and b)
- d. None of the above

Ans: c. Both a) and b)

80. In which menu is the Goal Seek option available?

- a. Insert
- b. Tools
- c. Data
- d. Format

Ans: b. Tools

81. How many groups of arrays can you select in Subtotals?

- a. 3
- b. 4
- c. 5
- d. 6

Ans: a. 3

82. Which option allows you to specify where you want the result to be displayed when consolidating data in SpreadSheet?

- a. Source data range
- b. Target result at
- c. Copy results to
- d. Delete range

Ans: c. Copy results to

83. What feature allows you to collect data from different worksheets and combine it into a single master worksheet?

- a. Solver
- b. Goal Seek
- c. Data Consolidation
- d. Total data

Ans: c. Data Consolidation

84. If you select this option, any values modified in the source range are automatically updated in the target range in SpreadSheet.

- a. Link to original data
- b. Link to source data
- c. Link to source range
- d. Link to sheet data

Ans: b. Link to source data

85. In which menu can you find the Scenarios option in SpreadSheet?

- a. Windows
- b. Data
- c. Insert
- d. Tools

Ans: d. Tools

86. What is the default name of the first scenario created in Sheet1 of Calc?

- a. Sheet_1_Scenario_1
- b. Sheet1_Scenario1
- c. Sheet_1_Scenario1
- d. Sheet1_Scenario_1

Ans: d. Sheet1_Scenario_1

87. Which menu is used to insert a new sheet in Calc?

- a. Insert
- b. Tool
- c. Format
- d. Edit

Ans: a. Insert

88. How many types of hyperlinks are shown on the left-hand side of the Hyperlink dialog box in Calc?

- a. 1
- b. 2
- c. 3
- d. 4

Ans: d. 4

89. What feature in Calc allows users to view changes made in a shared worksheet?

- a. Solver
- b. Subtotal
- c. Record Changes
- d. None of the above

Ans: c. Record Changes

90. How can users add a comment regarding any changes made in a shared worksheet?

- a. File > Changes > Comments
- b. View > Changes > Comments
- c. Edit > Changes > Comments
- d. None of the above

Ans: c. Edit > Changes > Comments

91. What is the main purpose of using macros in Calc?

- a. To simplify a task
- b. To complicate a task
- c. To do a task
- d. To repeat a task

Ans: d. To repeat a task

92. Are function names in Calc case sensitive?

- a. True
- b. False

Ans: b. False

93. To compare an edited worksheet with the original worksheet, which option should be selected?

- a. File → Compare Document
- b. View → Compare Document
- c. Tools → Compare Document
- d. Edit → Compare Document

Ans: d. Edit → Compare Document

94. In Calc, where is the link to external data option present in the menu?

- a. Insert
- b. View
- c. File
- d. Edit

Ans: a. Insert

95. Can hyperlinks in Calc be either relative or absolute?

- a. True
- b. False

Ans: a. True

96. Which option is a more elaborate form of Goal Seek?

- a. Subtotal
- b. Solver
- c. Scenario
- d. All of the above

Ans: b. Solver

97. How can you shift from one scenario to another in SpreadSheet?

- a. Navigator
- b. Data Source
- c. Find and Replace
- d. None of the above

Ans: a. Navigator

98. Is it true or false that you can only consolidate data from two sheets?

- a. True
- b. False

Ans: b. False

99. In which menu can you find the Subtotals option?

- a. Data
- b. Tools
- c. Insert
- d. Format

Ans: a. Data

100. Can we give different colors to different scenarios?

- a. True
- b. False

Ans: a. True

101. Can a new sheet be renamed in Calc?

- a. While inserting a new sheet
- b. After inserting a new sheet
- c. Both a) and b)
- d. None of the above

Ans: c. Both a) and b)

102. Which functions can you use in the Consolidate window in SpreadSheet?

- a. Count
- b. Max
- c. Min
- d. All of the above

Ans: d. All of the above

103. In which menu can you find the Define Range option in SpreadSheet?

- a. Developer
- b. View
- c. Insert
- d. Data

Ans: d. Data

104. Scenarios are a tool to test _____ questions.

- a. if
- b. what else
- c. if else
- d. what if

Ans: d. what if

105. Is it true or false that you can create only three scenarios for a given range of cells in SpreadSheet?

- a. True
- b. False

Ans: b. False

106. Can we add/insert more sheets in a spreadsheet?

- a. True
- b. False

Ans: a. True

107. How many sheets are present in a spreadsheet by default?

- a. 2
- b. 3
- c. 4
- d. 5

Ans: b. 3

108. An absolute hyperlink will stop working only if the target is moved.

- a. True
- b. False

Ans: a. True

109. Can we link a text in a spreadsheet to any web URL in Calc?

- a. True
- b. False

Ans: a. True

110. Can multiple users access a shared workbook simultaneously?

- a. True
- b. False

Ans: a. True

111. Once a spreadsheet is shared, can it be unshared?

- a. True
- b. False

Ans: b. False

112. What is the purpose of the Record Changes feature in Calc?

- a. To record the screen.
- b. To make changes permanent.
- c. To allow authors and reviewers to know which cells were edited.
- d. None of the above.

Ans: c. To allow authors and reviewers to know which cells were edited.

113. What is a saved sequence of commands or keystrokes in Calc called?

- a. Solver
- b. Macro
- c. Autosum
- d. Consolidate

Ans: b. Macro

114. What option should be clicked to stop the macro recorder in Calc?

- a. End Recording
 - b. Close Recording
 - c. Stop Recording
 - d. None of the above
- Ans: c. Stop Recording

OBJECTIVE QUESTIONS (SET 02)

Q1. _____ allows you to gather data from different worksheets into a master worksheet.

- a. Data Consolidation
 - b. Goal Seek
 - c. Solver
 - d. Total data
- Ans: a. Data Consolidation

Q2. Consolidate option is available under _____ menu.

- a. View
 - b. Tool
 - c. Insert
 - d. Data
- Ans: d. Data

Q3. Data can be consolidated from two sheets only.(T/F)

- a. True
 - b. False
- Ans: b. False

Q4. We can consolidate data by _____

- a. Row Label
 - b. Column Label
 - c. Both of the above
 - d. None of the above
- Ans: c. Both of the above

Q5. Which of the following functions are available in consolidate window?

- a. Max
 - b. Min
 - c. Count
 - d. All of the above
- Ans: d. All of the above

Q6. In which option we have to specify the target range(Where we want the result to be displayed)

- a. Source data range
 - b. Copy results to
 - c. Need result at
 - d. target range
- Ans: b. Copy results to

Q7. If you select _____ then any values modified in the source range are automatically updated in the target range.

- a. Link to source data
- b. Link to sheet data
- c. Link to original data

d. Link to source range
Ans: a. Link to source data

Q8. Which option is used to name a range of cells?

- a. Range name
 - b. Cell Range
 - c. Define Range
 - d. Select Range
- Ans: c. Define Range

Q9. Define range option is available under _____ menu.

- a. Insert
 - b. View
 - c. Developer
 - d. Data
- Ans: d. Data

Q10. The text in the row label or column label must be identical, otherwise, new row or column will be inserted.(T/F)

- a. True
 - b. False
- Ans: a. True

Q11. SUBTOTALS _____ data arranged in an array (that is, a group of cells)

- a. Add
 - b. Average
 - c. Find
 - d. Clear
- Ans: a. Add

Q12. Subtotals is available in _____ menu.

- a. Tools
 - b. Format
 - c. Insert
 - d. Data
- Ans: d. Data

Q13. In Subtotals we can select up to _____ groups of arrays.

- a. 3
 - b. 2
 - c. 4
 - d. Infinite
- Ans: a. 3

Q14. Identify the correct sequence

- a. First open subtotals window and then select the data where we need to apply subtotals.
 - b. First Select data and then open subtotals window.
 - c. Both of the above are correct
 - d. None of the above
- Ans: b. First Select data and then open subtotals window.

Q15. Scenarios are tool to test _____ questions.

- a. if else

- b. what else
 - c. what if
 - d. if
- Ans: c. what if

Q16. Each scenario has a name.(T/F)

- a. True
 - b. False
- Ans: a. True

Q17. Scenario option is available in _____ menu.

- a. Data
 - b. Tools
 - c. Insert
 - d. Windows
- Ans: b. Tools

Q18. When we print a spreadsheet, only content of active scenario is printed.(T/F)

- a. True
 - b. False
- Ans: a. True

Q19. We can shift from one scenario to another by _____

- a. Navigator
 - b. Find and Replace
 - c. Data Source
 - d. None of the above
- Ans: a. Navigator

Q20. We can create only 3 scenario for a given range of cells.(T/F)

- a. True
 - b. False
- Ans: b. False

Q21. Which option is suitable to calculate the effect of different interest rates on an investment.

- a. Scenario
 - b. Subtotal
 - c. Consolidate
 - d. None of the above
- Ans: a. Scenario

Q22. Default name of first scenario created in Sheet1 of Calc is _____

- a. Sheet1_Scenario1
 - b. Sheet1_Scenario_1
 - c. Sheet_1_Scenario1
 - d. Sheet_1_Scenario_1
- Ans: b. Sheet1_Scenario_1

Q23. To select random multiple cell hold down _____ key as you click on each cell.

- a. Alt
- b. Shift
- c. Ctrl
- d. All of the above

Ans: c. Ctrl

Q24. Goal Seek Option available in ___ menu.

- a. Tools
- b. Format
- c. Data
- d. Insert

Ans: a. Tools

Q25. Comment in Create Scenario dialog box is Optional(T/F)

- a. True
- b. False

Ans: a. True

Q26. We can give different colors to different scenario?(T/F)

- a. True
- b. False

Ans: a. True

Q27. _____ is more elaborate form of Goal Seek.

- a. Scenario
- b. Subtotal
- c. Solver
- d. All of the above

Ans: c. Solver

Q28. Solver option is available under _____ menu

- a. Tools
- b. Format
- c. Edit
- d. Insert

Ans: a. Tools

Q29. We can link one worksheet to another worksheet.(T/F)

- a. True
- b. False

Ans: a. True

Q30. We can not add/insert more sheets in a spreadsheet.(T/F)

- a. True
- b. False

Ans: b. False

Q31. When you open a new spreadsheet, by default it has sheet named _____.

- a. Sheet1
- b. Sheet_1
- c. Sheet 1
- d. None of the above

Ans: a. Sheet1

Q32. By default sheets tab are present at the _____ of the spreadsheet.

- a. Top
- b. Bottom

- c. Both of the above
 - d. None of the above
- Ans: b. Bottom

Q33. We can insert the new sheet in Calc by clicking on __ menu.

- a. Format
- b. Edit
- c. Insert
- d. Tool

Ans: c. Insert

Q34. Which of the following elements are present in “Insert Sheet” dialog box.

- a. After Current Sheet
- b. Before Current Sheet
- c. No. of Sheets
- d. All of the above

Ans: d. All of the above

Q35. By default _____ sheets are present in Spreadsheet.

- a. 1
- b. 2
- c. 3
- d. 4

Ans: c. 3

Q36. We can rename a new sheet in Calc.

- a. After inserting a new sheet
- b. While inserting a new sheet
- c. Both of the above
- d. None of the above

Ans: c. Both of the above

Q 37. We can rename an existing sheet in Calc by

- a. Double click on one of the existing sheet
- b. Right click on existing sheet and then choose rename
- c. Both of the above
- d. None of the above

Ans: c. Both of the above

Q 38. Formula to refer a cell A3 in sheet named S1 is

- a. =S1A3
- b. =S1.A3
- c. ="S1".A3
- d. None of the above

Ans: b. =S1.A3

Q 39. Hyperlink in Calc can be used

- a. to jump from one sheet to another sheet.
- b. to jump from one sheet to website
- c. to jump from one section to another section of same sheet
- d. All of the above

Ans: d. All of the above

Q 40. Hyperlink in Calc can be either relative or absolute.(T/F)

- a. True
- b. False

Ans: a. True

Q 41. Absolute link will stop working only if the target is moved(T/F)

- a. True
- b. False

Ans: a. True

Q 42. A relative link will stop working only if the target is moved.(T/F)

- a. True
- b. False

Ans: b. False

Q 43. If you have two spreadsheets in the same folder linked to each other and you move the entire folder to a new location, a relative hyperlink will _____

- a. not work
- b. work
- c. may work
- d. None of the above

Ans: b. work

Q 44. Hyperlink option is available in _____ menu.

- a. File
- b. Edit
- c. Format
- d. Insert

Ans: d. Insert

Q 45. Hyperlink icon is present on _____

- a. Format Toolbar
- b. Standard Toolbar
- c. Menu Bar
- d. None of the Above

Ans: b. Standard Toolbar

Q 46. Hyperlink dialog box shows _____ types of hyperlinks on left hand side.

- a. 1
- b. 2
- c. 3
- d. 4

Ans: d. 4

Q 47. We can link a text in spreadsheet to any Web URL.(T/F)

- a. True
- b. False

Ans: a. True

Q 48. Hyperlink dialog box in Calc shows _____ options on left hand side.

- a. Internet
- b. Document
- c. New Document

d. All of the above
Ans: d. All of the above

Q 49. In Calc link to external data is present in _____ menu.

- a. File
- b. Edit
- c. Insert
- d. View

Ans: c. Insert

Q 50. To register a data source in OpenOffice.org

- a. Choose Tools -> Options -> OpenOffice.org Base -> Databases
- b. Choose Tools -> Options -> Databases-> OpenOffice.org Base
- c. Choose Tools -> Databases-> Options -> OpenOffice.org Base
- d. None of the above

Ans: a. Choose Tools -> Options -> OpenOffice.org Base -> Databases

Q 51. Spreadsheet software allows the user to share the workbook.(T/F)

- a. True
- b. False

Ans: a. True

Q 52. Several users can access shared workbook simultaneously.(T/F)

- a. True
- b. False

Ans: a. True

Q 53. Suman and her friends wants to work together in a spreadsheet. They can do so by

- a. Sharing Workbook
- b. Linking Workbook
- c. Both of the above
- d. None of the above

Ans: a. Sharing Workbook

Q 54. In Calc “Share Document” dialog box can open by clicking on _____ menu.

- a. File
- b. Edit
- c. View
- d. Tool

Ans: d. Tool

Q 55. We can not unshare a spreadsheet, once it is shared.(T/F)

- a. True
- b. False

Ans: b. False

Q 56. After sharing the worksheet, the word _____ is then shown on the title bar after the worksheet's title

- a. Sharing
- b. Shared
- c. Sharing Sheet
- d. None of the above

Ans: b. Shared

Q 57. Share document option available in _____ menu

- a. Tools
- b. View
- c. Edit
- d. File

Ans: a. Tools

Q 58. The following features are known to be disabled in a shared spreadsheet

- a. Edit > Changes, except for Merge Document
- b. Insert > Names
- c. Insert > Comment
- d. All of the above

Ans: d. All of the above

Q 59. Which of the following buttons are present on “Resolve Conflict” dialog box which appear during saving shared worksheet.

- a. Keep Mine
- b. Keep Other
- c. Keep All Mine
- d. All of the above

Ans: d. All of the above

Q 60. Any cells modified by the other user in shared worksheet are shown with a _____ border.

- a. Blue
- b. Green
- c. Red
- d. Yellow

Ans: c. Red

Q 61. Which feature of Calc help to see the changes made in the shared worksheet?

- a. Record Changes
- b. Solver
- c. Subtotal
- d. None of the above

Ans: a. Record Changes

Q 62. To activate the record changes feature in shared worksheet _____

- a. Select File > Changes > Record from the menu bar.
- b. Select Edit > Changes > Record from the menu bar.
- c. Select View > Changes > Record from the menu bar.
- d. Select Insert > Changes > Record from the menu bar.

Ans: b. Select Edit > Changes > Record from the menu bar.

Q 63. A ____ colored border, appears around a cell where changes were made in shared worksheet.

- a. Blue
- b. Yellow
- c. Green
- d. Red

Ans: d. Red

Q 64. A deleted column or row in shared worksheet is marked by a _____ colored bar.

- a. Light

- b. Line
 - c. Solid
 - d. Heavy
- Ans: d. Heavy

Q 65. Record Changes feature of Calc help

- a. Authors and other reviewers to know which cells were edited.
- b. to record the screen
- c. to make changes permanent
- d. None of the above

Ans: a. Authors and other reviewers to know which cells were edited.

Q 66. Which of the following changes are not recorded in shared worksheet?

- a. Changes any number
- b. Changes any text
- c. Cell Formatting
- d. None of the above

Ans: c. Cell Formatting

Q 67. We can add a comment regarding any changes made in shared worksheet by

- a. Edit > Changes > Comments
- b. File > Changes > Comments
- c. View > Changes > Comments
- d. None of the above

Ans: a. Edit > Changes > Comments

Q 68. After adding comment to a changed cell of shared worksheet, we can see it by hovering the mouse pointer over the cell(T/F)

- a. True
- b. False

Ans: a. True

Q 69. Anil is the author of shared worksheet so he has the right to accept or reject changes made by the reviewers.(T/F)

- a. True
- b. False

Ans: a. True

Q 70. “Accept or Reject Changes” dialog box (for shared worksheet) can be opened by clicking on

- a. File > Changes > Accept or Reject.
- b. Edit > Changes > Accept or Reject.
- c. View > Changes > Accept or Reject.
- d. None of the above

Ans: b. Edit > Changes > Accept or Reject.

Q 71. Worksheets can be merged from _____ menu.

- a. Edit
- b. File
- c. View
- d. Tools

Ans: a. Edit

Q 72. When sharing worksheets authors may forget to record the changes they make. Calc can find the changes by _____ worksheets

- a. duplicating
- b. comparing
- c. checking
- d. None of the above

Ans: b. comparing

Q 73. Edited worksheet can be compared with the original worksheet by selecting.

- a. File → Compare Document
- b. Edit → Compare Document
- c. View → Compare Document
- d. Tools → Compare Document

Ans: b. Edit → Compare Document

Q 74. A _____ is a saved sequence of commands or keystrokes that are stored for later use

- a. Solver
- b. Autosum
- c. Consolidate
- d. Macro

Ans: d. Macro

Q 75. Macros are especially useful to _____ a task.

- a. do
- b. repeat
- c. simplify
- d. complicate

Ans: b. repeat

Q 76. Use _____ Macro to start the macro recorder.

- a. Tools > Macros > Record Macro
- b. Tools > Record > Record Macro
- c. Data > Macros > Record
- d. None of the above

Ans: a. Tools > Macros > Record Macro

Q 77. Click _____ to stop the macro recorder

- a. Close Recording
- b. End Recording
- c. Stop Recording
- d. None of the above

Ans: c. Stop Recording

Q 78. To edit macro, go to

- a. Tools → Macros — > Edit Macros
- b. Edit → Macros — > Edit Macros
- c. View → Macros — > Edit Macros
- d. None of the above

Ans: a. Tools → Macros — > Edit Macros

Q 79. Function names in Calc are not case sensitive.(T/F)

- a. True
- b. False

Ans: a. True

Q 80. When a document is created and saved, it automatically contains a library named ____

- a. Module Library
- b. Macro Library
- c. Standard
- d. None of the above

Ans: c. Standard

QUESTIONS AND ANSWERS (SET 01)

1. What is Consolidating data?

Answer – The Data Consolidation tool summarises data from multiple worksheets or workbooks into a single worksheet that you can simply update. Consolidate has a graphical interface for copying data from one set of cells to another and then performing one of a dozen operations on it. Consolidation allows the contents of cells from many sheets to be consolidated in one location.

2. What is Subtotal?

Answer – SUBTOTAL: totals/adds data in an array—that is, a collection of cells with column and/or row labels. You can choose arrays and then apply a statistical function (sum, average, max, min) to them using the Subtotals dialogue. To maximise efficiency, a function can be applied to up to three sets of arrays.

3. What is Goal Seek?

Answer – The word “goal seeking” refers to the act of determining your input value based on a previously determined output value. The method entails the use of a certain operator in a formula that may be calculated with computer software.

Example: Set Cell: This specifies the cell whose value will be changed to the desired value after the Goal Seek operation is completed.

For instance, Jack received a 25 out of 30 in English and a 22 out of 30 in Math. In order to calculate the score in IT, he needs to acquire an overall score of 85 percent. As a result, a goal has been established, and according to it, Jack will discover one unknown variable, IT marks.

4. What is Scenario?

Answer – Scenarios are a tool to test “what-if” questions. Each scenario is given a unique name and can be changed and presented independently. Only the content of the currently active scenario is printed when you print the spreadsheet. A scenario is essentially a set of saved cell values that you may use in your calculations. Using the Navigator or a dropdown list displayed beside the changing cells, you may simply switch between these sets.

5. What is Solver?

Answer – The Solver option in the Tools menu is essentially a more advanced version of Goal Seek. The Solver, on the other hand, deals with equations involving several unknown variables. It is meant to minimise or maximise the result based on a set of rules that you specify.

6. Differentiate between relative and absolute hyperlinks.

Answer – An absolute hyperlink will stop working only if the target is moved. A relative hyperlink will stop working only if the source and target locations change relative to each other.

Suppose, if you have two spreadsheets in the same folder linked to each other and you move the entire folder to a new location, a relative hyperlink will not break a link.

7. How can we rename a worksheet in Spreadsheet?

Answer – There are three ways you can rename a worksheet, and the only difference between them is the way in which you start the renaming process. You can do any of the following: Double-click on one of the existing worksheet names. Right-click on an existing worksheet name, then choose Rename from the resulting Context menu. Select the worksheet you want to rename (click on the worksheet tab) and then select the Sheet option from the Format menu. This displays a submenu from which you should select the Rename option.

8. How can we rename a worksheet in Spreadsheet?

Answer – You can rename a worksheet in three different ways, with the only difference being how you begin the renaming process. You can choose from the following options:

Select one of the existing worksheet names with a double-click.

Right-click an existing worksheet name, then select Rename from the Context menu that appears.

Select the worksheet you want to rename (by clicking on the worksheet tab), then choose Sheet from the Format menu. This brings up a submenu, from which you should choose Rename.

8. What is the advantage of sharing worksheet data?

Answer –

Enhance the speed of data entering

To facilitate collaboration, make things easy.

9. Explain features and use of Record changes.

Answer – Calc offers a feature that allows you to keep track of what data was modified, when it was updated, who performed the modification, and which cell it happened in.

A coloured border appears around a cell where changes were made, with a dot in the upper left-hand corner. Other reviewers will easily notice which cells have been changed. A strong coloured bar indicates a deleted column or row.

10. What is the purpose of adding comments?

Answer – Comments from reviewers and authors can be added to explain their changes.

11. How can we add comments to the changes made?

Answer – To add a remark to a modification, use the following syntax:

Make the necessary changes to the spreadsheet.

2. Select the cell that has been changed.

3. Select Edit > Changes > Comments from the drop-down menu. The following dialogue box appears. Calc's automatically added comment displays in the title bar of this dialogue and is not editable.

4. Click OK after typing your own comment.

12. Explain features of accepting or rejecting changes.

Answer – The beauty of the recording changes mechanism becomes apparent when you receive a worksheet with changes. You can now go through each change like the original author and decide how to proceed. To get started, do the following:

1. Open the worksheet that has been changed.

2. Select Edit > Changes > Accept or Reject from the drop-down menu. The dialogue box displayed below will appear.

3. Calc goes through each modification one by one. As you go through the process, you can accept or reject each adjustment. If you wish to, you can also pick Accept all and reject all.

13. What are Macros? How can we record a Macro?

Answer – When the same set of operations must be completed repeatedly, such as formatting or applying a similar formula to a similar piece of data, macros can save time. It can be used to name and track a sequence of events.

To record a macro, follow these steps:

1. Input data
2. Before performing any operation, go to tools->macro->record macro.
3. Now repeat the motion you just did.
4. Select “Stop Recording” from the drop-down menu. Now save the macro by giving it a name.

QUESTIONS AND ANSWERS (SET 02)

Define and Explain the usage of the following terms with Reference to OpenOffice Calc.

(a) Consolidating data (b) Subtotals (c) Goal seek (d) Scenario (e) Solver

Answer:

(a) Consolidating data

Data Consolidation allows you to gather together your data from separate worksheets into a master worksheet.

OR

The Data Consolidation function takes data from a series of worksheets or workbooks and summarizes it into a single worksheet that you can update easily. Consolidate provides a graphical interface for copying data from one range of cells to another, then running one of a dozen functions on the data. During consolidation, the contents of cells from several sheets can be combined in one place.

(b) Subtotals

SUBTOTAL: totals/add data arranged in an array—that is, a group of cells with labels for columns and/or rows. Using the Subtotals dialog, you can select arrays, and then choose a statistical function (sum, average, max, min) to apply to them. . For efficiency, one must choose up to three groups of arrays to which to apply a function.

(c) Goal seek

Using the Goal Seek option under the Tools menu, you can discover what values will produce the result that you want.

OR

Goal seeking is a general term used to describe the process involved in figuring out your input value based on an already known output value. The process involves using a specific operator in a formula, which can be calculated using computer software.

Example: Set Cell: It specifies the cell whose value will be changed to the desired value after the result of the Goal Seek operation.

Example: Jack scored 25 out of 30 in English, 22 out of 30 in Maths. He wants to calculate the score in IT he needs to achieve 85 percent in aggregate. So here goal is set and according to it Jack will find one unknown variable IT marks.

(d) Scenario

Scenarios are a tool to test “what-if” questions. Each scenario is named, and can be edited and formatted separately. When you print the spreadsheet, only the content of the currently active scenario is printed. A scenario is essentially a saved set of cell values for your calculations. You can easily switch between these sets using the Navigator or a drop-down list which can be shown beside the changing cells.

For example, if you wanted to calculate the effect of different interest rates on an investment, you could add a scenario for each interest rate, and quickly view the results. Formulas that rely on the values changed by your scenario are updated when the scenario is opened. If all your sources of income used scenarios, you could efficiently build a complex model of your possible income.

(e) Solver

The solver option under the Tools menu amounts to a more elaborate form of Goal Seek. The difference is that the Solver deals with equations with multiple unknown variables. It is specifically designed to minimize or maximize the result according to a set of rules that you define.

Each of these rules sets up whether an argument in the formula should be greater than, lesser than, or equal to the value you enter.

For example, you can set the constraint that one of the variables or cells must not be bigger than

another variable, or no bigger than a given value. You can also define the constraint that one or more variables must be integers (values without decimals), or binary values (where only 0 and 1 are allowed). Once you have finished setting up the rules, you can adjust the argument and the results by clicking the Solve button.

Explain how to create a reference to (a) Other worksheets within the same workbook (b) worksheet of another workbook with keyboard and mouse.

OR

What are the two ways of referencing cells in other worksheets?

Answer:

a) Other worksheets within the same workbook

1. Click on the = icon next to the formula bar.
2. Now, click on the sheet tab for the sheet containing the cell to be referenced. (eg. Sheet2)
3. Click on cell F3 (where the balance is) in sheet2. The phrase 'Sheet2'.F3 should appear in the formula bar. With the help of a keyboard, you have to type down the above formula in the formula bar.

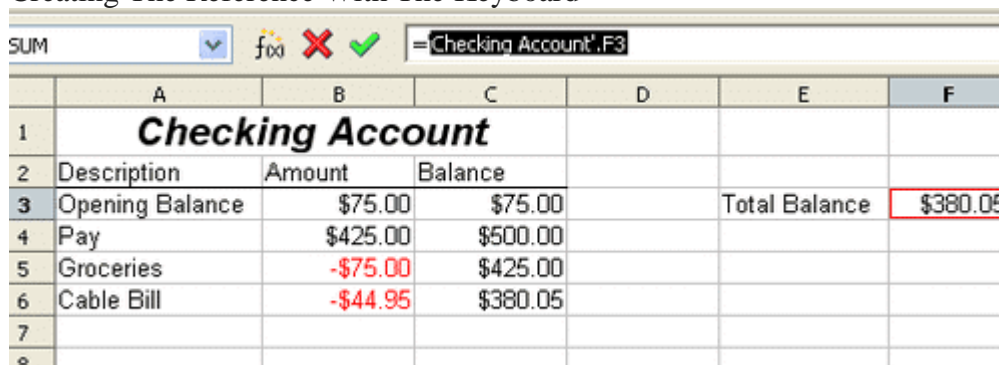
b) Worksheet of another workbook

Mouse:

1. Click the = icon next to the formula bar.
2. Switch to the other spreadsheet (the process to do this will vary depending on which operating system you are using).
3. Select the sheet (Savings account or any) and then the reference cell (F3).

Keyboard:

Creating The Reference With The Keyboard



	A	B	C	D	E	F
1	Checking Account					
2	Description	Amount	Balance			
3	Opening Balance	\$75.00	\$75.00		Total Balance	\$380.05
4	Pay	\$425.00	\$500.00			
5	Groceries	-\$75.00	\$425.00			
6	Cable Bill	-\$44.95	\$380.05			
7						
8						

Spreadsheet!

Referencing within the

Typing the reference is simple once you know the format the reference takes. The reference has three parts to it:

- Path and file name
- Sheet name
- Cell

Looking at the figure above, you can see the general format for the reference is = 'file:///Path & File Name'#\$SheetName.cell name.

Differentiate between relative and absolute hyperlinks.

Answer:

An absolute hyperlink will stop working only if the target is moved. A relative hyperlink will stop working only if the source and target locations change relative to each other. Suppose, if you have two spreadsheets in the same folder linked to each other and you move the entire folder to a new location, a relative hyperlink will not break a link.

How can we rename a worksheet in Spreadsheet?

Answer:

There are three ways you can rename a worksheet, and the only difference between them is the way in which you start the renaming process. You can do any of the following:

- Double-click on one of the existing worksheet names.
- Right-click on an existing worksheet name, then choose Rename from the resulting Context menu.
- Select the worksheet you want to rename (click on the worksheet tab) and then select the Sheet option from the Format menu. This displays a submenu from which you should select the Rename option.

What is the advantage of sharing worksheet data?

Answer:

- Speed up data entry
- Make things easier for collaboration purposes.

Explain features and use of Record changes.

Answer:

Calc has the feature to track what data was changed when the change was made, who made the change, and in which cell the change has occurred.

A colored border, with a dot in the upper left-hand corner, appears around a cell where changes were made. Other reviewers then quickly know which cells were edited. A deleted column or row is marked by a heavy-colored bar.

Example: If you are the sponsor of a youth baseball team. The coach has submitted a budget to you for the season and you need to edit the costs and return them to her. You are concerned that if you just make the changes, then the coach won't see the changes you made. You decide to use Calc with the record changes feature turned on so that the coach can easily see the changes you have made.

What is the purpose of adding comments?

Answer:

Reviewers and authors can add their comments to explain their changes.

How can we add comments to the changes made?

Answer:

To add a comment to a change:

1. Make the change to the spreadsheet.
2. Select the cell with the change.
3. Choose Edit > Changes > Comments. The dialog shown below appears. The automatically-added comment provided by Calc appears in the title bar of this dialog and cannot be edited.
4. Type your own comment and click OK.

Explain the feature of accepting or reject changes.

Answer:

When you receive a worksheet back with changes, the beauty of the recording changes system becomes evident. Now, as the original author, you can step through each change and decide how to proceed. To begin this process:

1. Open the edited worksheet.
2. Select Edit > Changes > Accept or Reject. The dialog shown below opens.
3. Calc steps through the changes one at a time. You can choose to accept or reject each change as you go through it. or you can also select Accept all and reject all if you want to do so.

What are Macros? How can we record a Macro?

Answer:

Macros help in saving time in cases when the same set of tasks are to be done repeatedly like formatting or applying a similar formula in a similar range of data. It can be used to name and record a set of actions.

Procedure to record a macro:

1. input data
2. before you do any action click on tools->macro->record macro
3. now perform the action you want to repeat
4. click on stop recording. now save macro by giving name to macro

QUESTIONS AND ANSWERS (SET 03)

Q1. How can we rename a worksheet?

Ans. There are three ways you can rename a worksheet

- a. Double-click on one of the existing worksheet names.
- b. Right-click on an existing worksheet name, then choose Rename from the resulting Context menu.
- c. Select the worksheet you want to rename (click on the worksheet tab) and then select the Sheet option from the Format menu. This displays a submenu from which you should select the Rename option.

Q2. What are the two ways of referencing cells in other worksheets?

Ans. Two ways to reference cells in other sheets: by entering the formula directly using the keyboard or by using the mouse.

Q3. Differentiate between Relative and absolute hyperlinks.

Ans. Hyperlinks can be used in Calc to jump to a different location from within a spreadsheet. An absolute link will stop working only if the target is moved. A relative link will stop working only if the start and target locations change relative to each other. For instance, if you have two spreadsheets in the same folder linked to each other and you move the entire folder to a new location, a relative hyperlink will not break.

Q4. List the procedure involved in Linking HTML Tables to Calc Worksheet.

Ans. You can insert tables from HTML documents, and data located within named ranges from an OpenOffice.org Calc or Microsoft Excel spreadsheet, into a Calc spreadsheet.

We can do this in two ways: using the External Data dialog or using the Navigator.

Using the External Data dialog

- a. Open the Calc worksheet where the external data is to be inserted. This is the target worksheet.
- b. Select the cell where the external data is to be inserted.
- c. Choose Insert -> Link to External Data.
- d. On the External Data dialog, type the URL of the source worksheet or click the [...] button to open a file selection dialog. Press Enter to get Calc to load the list of available tables.
- e. In the Available tables/range list, select the named ranges or tables you want to insert. You can also specify that the ranges or tables are updated every (number of) seconds.
- f. Click OK to close this dialog and insert the linked data.

Q5. What is the purpose of adding comments?

Ans. Comments are mostly used in shared Calc sheet which is used to explain the changes made in the sheet to the author of the sheet.

Q6. How can we add comments to the changes made?

Ans. Comments can be added as follows:

1. Make the change to the spreadsheet.
2. Select the cell with the change.

3. Choose Edit > Changes > Comments. The automatically-added comment provided by Calc appears in the title bar of this dialog and cannot be edited.

4. Type your own comment and click OK.

After you have added a comment to a changed cell, you can see it by hovering the mouse pointer over the cell.

Q7. What are Macros?

Ans. A macro is a saved sequence of commands or keystrokes that are stored for later use. Macros are especially useful to repeat a task the same way over and over again.

Q8. How can we record a Macro?

Ans. Steps to record macro are as follows

- Use Tools > Macros > Record Macro to start the macro recorder. The Record Macro dialog is displayed with a stop recording button.
- Perform the actions you want to be recorded in the document.
- Click Stop Recording.
- The Macro dialog appears, in which you can save and run the macro.

Fill in the blanks (Electronic Spreadsheet (Advanced))

- At the bottom of each worksheet window is a small tab that indicates the name of the worksheets in the workbook.
- A cell reference refers to a cell or a range of cells on a worksheet and can be used to find the values or data that you want formula to calculate.
- Spreadsheet software allows the user to share the workbook and place it in the Network location where several users can access.
- Spreadsheet software can find the changes by Comparing Sheets.
- Macros are useful to repeat a task the same way over and over again.

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