

18. When you open a new spreadsheet, by default it has sheet named _____.
 a. **Sheet1** b. Sheet_1 c. Sheet 1 d. None of these
19. Formula to refer a cell A3 in sheet named S1 is:
 a. =S1A3 b. =S1.A3 c. ='S1'.A3 d. None of these
20. A relative link will stop working only if the target is moved.
 a. True b. False
21. Hyperlink icon is present on _____.
 a. Format Toolbar b. **Standard Toolbar**
 c. Menu Bar d. None of these
22. Raman and his friends wants to work together in a spreadsheet. They can do so by
 a. **Sharing Workbook** b. Linking Workbook
 c. Both a and b d. None of these
23. After sharing a worksheet, _____ is seen in the title bar after the worksheet's title.
 a. Sharing b. **Shared** c. Sharing Sheet d. None of these
24. Share document option available in _____ menu.
 a. **Tools** b. View c. Edit d. File
25. 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 these**
26. A _____ coloured border, appears around a cell where changes were made in shared worksheet.
 a. Blue b. Yellow c. Green d. **Red**
27. A deleted column or row in shared worksheet is marked by a _____ coloured bar.
 a. Light b. Line c. Solid d. **Heavy**
28. Seema is the author of shared worksheet so she has the right to accept or reject changes made by the reviewers.
 a. **True** b. False
29. Worksheets can be merged from _____ menu.
 a. **Edit** b. File c. View d. Tools
30. 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
31. Macros are especially useful to _____ a task.
 a. do b. **repeat** c. simplify d. complicate
32. When a document is created and saved, it automatically contains a library named ____
 a. Module Library b. Macro Library
 c. **Standard** d. None of these
33. Function names in Calc are not case sensitive.
 a. True b. **False**
34. Use _____ Macro to start the macro recorder.
 a. **Tools > Macros > Record** b. Tools > Record > Record Macro
 c. Data > Macros > Record d. None of these
35. Click _____ to stop the macro recorder.
 a. Close Recording b. End Recording
 c. **Stop Recording** d. None of these