Que: In Spreadsheet Hyperlink icon is present on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ toolbar.

Ans. Standard

Q. Write the steps to add comment to a shared spreadsheet.

Ans. Steps to add comment to a shared spreadsheet.

a. Make the change to the spreadsheet.

b. Select the cell with the change.

c. Choose Edit > Changes > Comments

d. Type your own comment and click OK.

Q. How can you edit the entered comment?

Ans. We can edit the entered comment by :

1 Select the cell with the comment that you want to edit.

2. Select Edit > Changes > Comments.

3. Edit the comment and click OK.

Q. Parth scored 130 in Term1 and 140 in Term2 (out of 150 ). How much will he score in Term3 so that the aggregate becomes 80%. Which option will help him to find?

Ans. Goal Seek

Q. How can we rename a worksheet?

**Ans. There are three ways you can rename a worksheet**

**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.**

Q. What do you mean by range of cells?

**Ans. Collection of two or more cells in Excel is called range of cells. for example A1 : A5**

Q. Write the steps to share spreadsheet with others.

**Ans. Spreadsheet can be shared by :**

**a. Open the sheet to be shared**

**b. Tools > Share Document**

**c. A dialog box opens.**

**d. To enable sharing, select the box at the top of the dialog, and then click OK**

Q. Write any four statistical functions available in Consolidate dialog box.

**Ans. Four statistical functions available in Consolidate dialog box are :**

**Sum,Max,Min,Average**

Q. What is cell reference?

**Ans. 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.**

Q. 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.

Q. 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.

Q. 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.

Q. 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.

Q. How can we record a Macro?

Ans. Steps to record macro are as follows

a. Use Tools > Macros > Record Macro to start the macro recorder. The Record Macro dialog is displayed with a stop recording button.

b. Perform the actions you want to be recorded in the document.

c. Click Stop Recording.

d. The Macro dialog appears, in which you can save and run the macro.

Fill in the blanks

1. At the bottom of each worksheet window is a small tab that indicates the name of the worksheets in the workbook.

2. 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.

3. Spreadsheet software allows the user to share the workbook and place it in the Network location where several users can access.

4. Spreadsheet software can find the changes by Comparing Sheets.

5. Macros are useful to repeat a task the same way over and over again.

Que**. What is the advantage of sharing worksheet data?**  
**Answer –**  
 Enhance the speed of data entering  
 To facilitate collaboration, make things easy.

Q. What is Goal Seek ?

Ans: Goal seeking is the process of finding the correct input value when only the output is known. The word “goal seeking” refers to the act of determining the 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.

Que **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.

Que **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.

Q. Match the following

|  |  |
| --- | --- |
| **Option** | **Menu** |
| **Subtotal** | **Tool Menu** |
| **Goal Seek** | **Data Menu** |
| **Scenario** | **Data Menu** |
| **Consolidate** | **Tool Menu** |
| **Solver** | **Tool Menu** |

**Ans**.

|  |  |
| --- | --- |
| **Option** | **Menu** |
| **Subtotal** | **Data Menu** |
| **Goal Seek** | **Tool Menu** |
| **Scenario** | **Tool Menu** |
| **Consolidate** | **Data Menu** |
| **Solver** | **Tool Menu** |

Que What are the advantages of using macros ?

Ans: 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

12. What is Solver in Spreadsheet?

**Ans. Solver option under Tools menu is 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

Q .What is the need to create reference between the multiple worksheets of a workbook? Give an example. ANSWER References in multiple worksheets helps to retrieve and work upon data stored in different worksheets of a workbook. Eg. Suppose a manager wants to calculate total sales on sheets3 of the previous two years which are stored on sheet1 & sheet2 then reference on Sheet3 will be =Sheet1!B2 + Sheet2!C2 OR =Sheet1.B2 + Sheet2.C2

Q What is the use of Macros in a Spreadsheet?

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 or set of actions.

**Q Define and** **Explain the usage of the following terms with Reference to OpenOffice Calc.  
(a) Consolidating data (b) Scenario**

**Answer:**  
(a) **Consolidating data**  
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) 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.