Q1: What do you mean by sharing a document or spreadsheet in Calc?

Ans. Sharing of a document means when multiple users can view, edit or review the changes made in a document. Thus sharing of documents is useful when there are multiple stakeholders for a document.

Calc offers the sharing feature using which we can give access to other users to work on the same spreadsheet at the same time.

It saves the extra efforts of keeping track of multiple versions of the spreadsheet.

Benefits:

1. Enhanced collaboration

2. Improved communication

3. Increased productivity

4. Better decision-making

5. Centralized data management

Q2: How will you set up to share a spreadsheet?

Answer:

Sharing Spreadsheet is just like a teamwork to work in collaboration with other users. The following are the steps to share the spreadsheet.

Step 1. Open a new spreadsheet and save it with some name.

Step 2. Select and click on **Tools > Share Spreadsheet** from main menu bar. This will open the **Share Document dialog window** which can be used to enable or disable sharing option.

Step 3. Click on the checkbox “**Share this spread** **sheet with other users**” to share the spreadsheetand click on OK button. This will open the **confirmation dialog window** to save the spreadsheet to activate the shared mode.

Step 4. Click on Yes to continue.

Step 5. Once the spreadsheet is saved, the name of the spreadsheet in the title bar will display **(shared)** along with the name of the spreadsheet.

**Q3: How will you open a Shared Document?**

**Answer:**Opening a shared spreadsheet is similar to the way you open other documents, ie., by using command **File Open** (or pressing the shortcut key **Ctrl+O**), but there is a slight difference. In shared mode, some features/commands of Calc are not available and Calc displays a message about the same (see below).

The following features are known to be disabled in a shared spreadsheet document:

**Edit > Track Changes**, except for **Merge Document**

**Format > Merge Cells**

**Sheet > Move or Copy Sheet  
Sheet > Delete Sheet  
Sheet > Insert Sheet from File  
Sheet > Rename Sheet**

**Data > Sort  
Data > Sort Ascending  
Data > Sort Descending  
Data > Subtotals  
Data > Multiple Operations  
Data > Consolidates**

**Tools > Protect Sheet  
Tools > Protect Spreadsheet Structure and more.**

Q4: How will you save a Shared Spreadsheet?

Answer:

Follow the steps given below to save a shared spreadsheet:

Step 1. After making the changes in the shared spreadsheet, you need to save it before closing the spreadsheet.

Step 2. If two or more users are working at the same time and the changes do not conflict (It means working in different cells), then the message will appear stating that the spreadsheet has been updated with changes saved by other users.

Step 3. If there is any conflict for the changes (it means multiple users are working at same cell reference), then **resolve conflict dialog window** will appear.

Step 4. No other user can save the shared spreadsheet when you are resolving the conflicts.

Step 5. If another user is trying to save the shared document and resolve conflicts, then you will be notified with a message that the file is locked. Now, you cannot save it.

When you successfully saved a shared spreadsheet, the document shows the latest version of all changes that got saved by all users.

Q5: What is track changes?

Ans: Sometimes it is required to record the changes done by owner or other team members in a spreadsheet to review later.

Then **Edit-> Track Changes -> Record** command is used for this purpose.

The Track Changes feature of Calc enables you to keep a track of the changes done by you or the other team members (users) in a spreadsheet.

Q6: What is record changes?

Ans: “Record Changes“ feature of Calc helps to track what data was changed, when the changes were made, who made the change and in which cell the change has occurred.

‘***Recording of changes’*** is a specific editing mode wherein it is possible to make temporary changes in a document, which can later be made permanent by accepting them or undone by rejecting them.

Note Points:

* While recording the changes, the spreadsheet will turn off its shared feature.
* A colored border, with a dot in the upper left-hand corner, appears around a cell where changes were made.

Q7: What is Comment?

Ans: Comments are information or feedback while editing the contents of the cells.

In Calc, the comments are automatically added.

Firstly, select a cell where you want to add a comment then**Edit > Track Changes > Comment** command is used.

Q8: How do you edit an existing comment?

Ans:

1. Select the cell with the comment that you want to edit.
2. Click command **Edit > Track Changes > Comment**
3. Edit the comment and click OK.

Q9: What do you mean by “Reviewing Changes” in a spreadsheet in Calc?

Ans:

**Reviewing Changes – View, Accept or Reject Changes**

Once the spreadsheet is edited by all the members of the team. It is the final stage

before submitting the spreadsheet. In this stage, we will go through the changes to accept or reject to prepare the final spreadsheet after looking at all the changes

made by the team members.

Follow the following steps to review changes.

* Step 1. Select and click on **Edit >Track Changes > Show.** It will open the

*Show Changes* dialog window.

* Step 2. This is used to plan what all changes are to be displayed while reviewing the spreadsheet.

**Accept or Reject Changes:**

When editing or changes has been done in a spreadsheet then by accepting or rejecting the changes, finalization of spreadsheet is done.

* Step 1: Click on **Edit > Track Changes > Manage** to accept or reject the changes. It will display the Manage Changes dialog window. In this dialog window, click on the line and click on Accept or Reject or Accept All or Reject All button to review the changes.
* Step 2: Click on Close button once the review is done.

Q10: What is “compare document” in a spreadsheet in Calc?

Ans:Sometimes when sharing documents reviewers may forget to record the changes they make. This is not a problem with Calc because Calc can find the changes by comparing documents.

Calc provides the ‘**compare document’** feature using which you can compare the spreadsheets. In order to compare spreadsheets, you must have the original spreadsheet and the one that is edited.

Step 1. Open the edited spreadsheet file that you want to compare with the original document.

Step 2: Click on **Edit > Track Changes > Compare Document**

Step 3. This will open the **Compare to dialog window**, which will allow to open the spreadsheet to be compared. Select the original spreadsheet file and click on Open button.

Step 4. This will open the **Manage Changes dialog window** to accept/reject the changes.

Step 5. Finally click on Close button to **close the Manage Changes dialog window**

**Note:** If editing is done Without on the record change mode, how a user will identify the changes done in a document then one method he will check cell to cell but this is not a good way and second solution is ‘compare document’ this feature is provided by Calc.

Q11: What is “merge document” in a spreadsheet in Calc?

Ans:Sometimes, there are multiple edited versions of a sheet that reviewers return at the same time. In such a situation, the versions of the file can be reviewed one by one which becomes a difficult task. To overcome this problem, Calc provides the Merge Document feature that enables you to merge the multiple files so that the user can review all these changes at once, rather than reviewing one at a time.

Step 1. Open the original or edited version of spreadsheet file.

Step 2: Click on **Edit > Track Changes >Merge Document**

Step 3. This will open the **Compare to dialog window**, which will allow to open the spreadsheet to be compared. Select the original spreadsheet file and click on Open button.

Step 4. This will open the **Manage Changes dialog window** to accept/reject the changes.

Step 5. Finally click on Close button to **close the Manage Changes dialog window** and now merging of spreadsheet has completed.

Q10: Why do we need to merge spreadsheets?

Answer: Sometimes, there are multiple edited versions of a sheet. The changes made by all reviewers have to view at once but it is a typical task to review one change at a time. The best solution of this problem is merging of the document so that all changes can be reviewed at once and decision can be made in one go.

Merging spreadsheets is often necessary for several other reasons:

* **Data Consolidation:** If data is spread across different files, merging them brings it all together in one place, making it easier to analyze trends, draw comparisons, and identify patterns.
* **Eliminate Redundancy**: Merging helps remove duplicate information and inconsistencies. By merging spreadsheets, you can see overlaps and avoid repeated data entry.
* **Improved Collaboration:** For collaborative projects, merging spreadsheets allows multiple team members to access and work with the same data set, ensuring everyone is on the same page and can work together more seamlessly.
* **Data Completeness:** Sometimes, each spreadsheet may contain partial information about the same topic or entity. By merging, you get a fuller picture, filling in gaps across datasets