

ELECTRONIC SPREAD SHEET

QUESTIONS AND ANSWERS

A. Multiple Choice Questions

1. **Question:** Which of the following technique can be used to allow only date value in cell?
Answer: Data validation.
 2. **Question:** Which of the following options when selected deletes all data validation?
Answer: Delete formatting.
 3. **Question:** We can replace multiple occurrences of a word using which of the following facilities of Calc?
Answer: Find and replace.
 4. **Question:** What is the name of mechanism to arrange the data in a particular order?
Answer: Sorting.
 5. **Question:** What is the name of mechanism to filter out unnecessary data?
Answer: Filtering.
 6. **Question:** Which of the following type of package does Calc refer to?
Answer: Spreadsheet.
 7. **Question:** Which of the following is an extension of a worksheet created in Calc?
Answer: .ods.
 8. **Question:** How can one calculate the total of values entered in a worksheet column?
Answer: By auto-sum.
 9. **Question:** If we move a cell containing a formula having reference to another cell in the worksheet what will happen to the cell numbers used in the formula?
Answer: No change will occur.
 10. **Question:** What is the correct way to enter a function in Calc?
Answer: Both (a) and (b) (Directly typing function name in a cell or using function wizard/selecting from toolbar).
 11. **Question:** A function should start with _____.
Answer: '=' sign.
 12. **Question:** Which of the following option is used to print a chart?
Answer: File → Print.
 13. **Question:** How many axes does charts in Calc have?
Answer: Two or three.
 14. **Question:** The chart preview can be seen in _____.
Answer: Page preview.
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B. Fill in the Blanks

1. **Question:** The column immediately next to column "Z" is **AA**.
2. **Question:** The default extension of a workbook created using a LibreOffice Calc spreadsheet is **.ods**.
3. **Question:** The spreadsheet feature used to continue the series is called as **Fill handle**.
4. **Question:** The formula "=MIN(C1:C5)" stored in cell C6 when copied to cell D6 changes to **=MIN(D1:D5)**.
5. **Question:** The formula in cell A2 is =B2+C3. On copying this formula to cell C2, C2 will change to **=D2+E3**.
6. **Question:** The cell address of the cell formed by the intersection of the ninth column and the eighth row will be **I8**.

7. **Question:** $\backslash(A1\backslash)B2$ is an example of **mixed** referencing in spreadsheet software.
 8. **Question:** Numbers entered into a cell are automatically **right** aligned.
 9. **Question:** If A1:A5 contain the numbers 16, 10, 3, 25 and 6 then $\text{=Average}(A1:A5;60)$ will display **20**.
 10. **Question:** In **relative** referencing, the reference changes rows and columns automatically when it is copied to a new cell.
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C. State whether the following statements are True or False

1. **Question:** A cell is a combination of row and column.
Answer: True.
 2. **Question:** A spreadsheet is also called as worksheet.
Answer: True.
 3. **Question:** There are 'n' number of sheets in a spreadsheet.
Answer: True.
 4. **Question:** In a spreadsheet, we can change the column width and row height.
Answer: True.
 5. **Question:** $\backslash(A1\backslash)B2$ is an example of mixed referencing.
Answer: True.
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D. Solve the Following in a Spreadsheet

1. **Question:** Cell A1 contains the number 10 and B1 contains 5. What will be the contents of cell C1, if the formula =A1+B1*2^3 is entered in cell C1?
Answer: 50 (Evaluation order: $\backslash(2^3 = 8\backslash)$, $\backslash(5 \times 8 = 40\backslash)$, $\backslash(10 + 40 = 50\backslash)$).
 2. **Question:** The contents of Cell A1, B1, C1 and D1 are 5, -25, 30 and -35, respectively. What will be the value displayed in cell E1 which contains the formula $\text{=MIN}(A1:D1)$.
Answer: -35.
 3. **Question:** Cell D5 contains the formula $\text{=}\backslash(B\backslash)5+C5$ and this formula is copied to cell E5, what will be the copied formula in cell E5?
Answer: $\text{=}\backslash(B\backslash)5+D5$.
 4. **Question:** Cell D5 contains the formula $\text{=}\$B5 + C5$ and this formula is copied to cell E5, what will be the copied formula in cell E5?
Answer: $\text{=}\$B5+D5$.
 5. **Question:** Cell D5 contains the formula $\text{=}\$B5 + C\$5$ and this formula is copied to cell E6, what will be the copied formula in cell E6?
Answer: $\text{=}\$B6+D\$5$.
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E. Short Answer Questions

1. **Question:** What do you call the document created in a spreadsheet application?
Answer: A document created in a spreadsheet application is called a **workbook** or **spreadsheet document**.
 2. **Question:** What are the steps to create a new spreadsheet?
Answer: Open LibreOffice Calc from the Start menu/applications launcher, or select **File → New → Spreadsheet** from the menu bar.
 3. **Question:** What is the difference between spreadsheet, worksheet and sheet?
Answer: A **spreadsheet** is the main file containing data; a **worksheet** is the individual grid of rows and columns inside the spreadsheet where calculations are performed; and a **sheet** refers to a single tab within a worksheet file.
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4. **Question:** What is the default name of the worksheet? How can it be renamed?
Answer: The default name is **Sheet1** (or **Untitled 1** for the file). It can be renamed by selecting **Sheet → Rename Sheet** or right-clicking the sheet tab and entering a new name.
5. **Question:** Write the steps to insert and delete the worksheet in Calc.
Answer: To insert, choose **Sheet → Insert Sheet** or click the **+** icon next to the sheet tabs. To delete, select **Sheet → Delete Sheet** or right-click the sheet tab and choose **Delete Sheet**.
6. **Question:** What is an active cell? How to delete the contents of an active cell?
Answer: An **active cell** is the currently selected cell marked by a thick border. Contents are deleted by pressing the **Delete** or **Backspace** key on the keyboard.
7. **Question:** What is relative and absolute cell address in the spreadsheet?
Answer: **Relative cell addresses** (e.g., A1) change automatically when copied to other cells. **Absolute cell addresses** (e.g., \$(A\$)1) remain fixed regardless of where the formula is copied.
8. **Question:** Explain any two operations performed on data in a spreadsheet.
Answer: **Sorting** arranges data in ascending or descending order. **Filtering** extracts and displays only specific rows that meet defined conditions.
9. **Question:** How do formulae work in a spreadsheet?
Answer: Formulae start with an equals sign (=) and calculate mathematical expressions using values, cell references, and operators, updating automatically when cell values change.
10. **Question:** Can you include more than one mathematical operators in a formula?
Answer: **Yes**, multiple operators can be included in a formula, and Calc evaluates them according to operator precedence (brackets first, then exponentiation, multiplication/division, and addition/subtraction).
11. **Question:** How to make visible the desired toolbar a spreadsheet?
Answer: Go to the menu bar and select **View → Toolbars**, then check the desired toolbar from the list.
12. **Question:** Give the syntax and example of any three mathematical functions in spreadsheet.
Answer:
- **SUM:** =SUM(range) e.g., =SUM(A1:A5)
 - **PRODUCT:** =PRODUCT(range) e.g., =PRODUCT(A1:A2)
 - **POWER:** =POWER(base, exponent) e.g., =POWER(2, 3)
13. **Question:** Give the syntax and example of any three statistical functions in spreadsheet.
Answer:
- **AVERAGE:** =AVERAGE(range) e.g., =AVERAGE(B1:B10)
 - **MAX:** =MAX(range) e.g., =MAX(A1:D5)
 - **MIN:** =MIN(range) e.g., =MIN(A1:D5)
14. **Question:** Give the syntax and example of any three decision making functions in spreadsheet.
Answer:
- **IF:** =IF(test, value_if_true, value_if_false) e.g., =IF(A1>=40, "Pass", "Fail")
 - **COUNTIF:** =COUNTIF(range, criteria) e.g., =COUNTIF(A1:A10, ">50")
 - **SUMIF:** =SUMIF(range, criteria, [sum_range]) e.g., =SUMIF(A1:A10, ">100")
15. **Question:** Give the syntax and example of any three date and time functions in spreadsheet.
Answer:
- **TODAY:** =TODAY() e.g., =TODAY()
 - **NOW:** =NOW() e.g., =NOW()
 - **DATE:** =DATE(year, month, day) e.g., =DATE(2023, 10, 15)
16. **Question:** Give the syntax and example of any three logical functions in spreadsheet.
Answer:

- **AND:** =AND(logical1, logical2) e.g., =AND(A1>0, B1>0)
- **OR:** =OR(logical1, logical2) e.g., =OR(A1>50, B1>50)
- **NOT:** =NOT(logical) e.g., =NOT(A1>100)

17. **Question:** Give the syntax and example of any three string functions in spreadsheet.

Answer:

- **CONCATENATE:** =CONCATENATE(text1, text2) e.g., =CONCATENATE(A1, B1)
- **UPPER:** =UPPER(text) e.g., =UPPER(A1)
- **LEN:** =LEN(text) e.g., =LEN(A1)

18. **Question:** Explain the advantages of drawing a chart in Calc.

Answer: Charts present numeric data visually, making group comparisons, trend analysis, and data interpretation much faster and clearer than inspecting raw numbers.

19. **Question:** Explain in one line each the various types of charts.

Answer:

- **Column Chart:** Compares classes of data items in vertical groups.
- **Bar Chart:** Compares classes of data items in horizontal groups.
- **Line Chart:** Compares trends across categories over time.
- **Pie Chart:** Compares proportional values as percentages of a whole.
- **XY Scatter Chart:** Compares numeric data in pairs.

20. **Question:** Write the steps to insert a chart in Calc.

Answer: Select the data range (e.g., A1:F7) → Click **Insert** → **Chart** → Choose chart type → Click **Finish**.

21. **Question:** Name and explain any five components of a chart in a spreadsheet package.

Answer:

1. **Chart Area:** The overall region holding the chart and all its elements.
2. **Plot Area:** The area where actual data values are visually plotted.
3. **Data Series:** The set of data values being graphed.
4. **Axes (X and Y):** Horizontal and vertical reference lines for values and categories.
5. **Legend:** Key explaining the color or pattern assignments for each data series.