

CHAPTER 6 – LINKING SPREADSHEET DATA

A. Multiple Choice Questions

1. Insert Sheet dialog can be invoked from **(a) sheet**.
2. **(c) \$ 'MySheet'.G5** refers to cell G5 of sheet named My Sheet.
3. The path of a file has **(b) three** forward slashes.
4. Which of the following feature is used to jump to a different spreadsheet from the current spreadsheet in LibreOffice Calc? **(b) Hyperlink**.

B. Fill in the Blanks

1. A relative hyperlink stores the location with respect to the **current** location.
2. While inserting tables from a webpage, **HTML_all** selects the entire HTML document.
3. The extension of LibreOffice Base is **.odb**.
4. **Single quotes (')** are used to enclose sheet names as there might be a space within sheet names.
5. The From file option of **Insert Sheet** Dialog box allows to insert sheet from another file.

C. State Whether True or False

1. A sheet can only be added before the current sheet. — **False** (*A sheet can be added both before or after the current sheet*).
2. If 'sales' sheet has a reference to 'cost' sheet then any changes made to 'cost' sheet will be reflected in the sales sheet as well. — **True**.
3. It is not possible to link a sheet as a reference in another sheet. — **False** (*Sheets can be linked using formulas or keyboard/mouse references*).
4. We can insert data from a table created on a web page into a spreadsheet. — **True**.
5. A hyperlink once created on a sheet cannot be deleted. — **False** (*A hyperlink can be removed using the 'Remove Hyperlink' option*).

D. Answer the Following Questions

1. Name the two ways to link the sheets in LibreOffice Calc.

The two methods to link sheets in LibreOffice Calc are:

- **Creating references to other sheets or documents** using the keyboard and mouse.
- **Linking external data** (such as tables from web pages).

2. Differentiate between Relative and Absolute Hyperlink.

- **Absolute Hyperlink:** Stores the **complete file location path** (e.g., C:\Users\ADMIN\Downloads\try.ods). If the target file is removed or moved from that explicit location, the hyperlink will stop working.
- **Relative Hyperlink:** Stores the location **relative to the current active directory** (e.g., Admin\Downloads\try.ods). If the entire folder containing both the active spreadsheet and target file is moved, the relative link remains functional.

3. Write steps to extract a table from a web page in a spreadsheet.

1. Open the target spreadsheet and select the starting cell where the table data should begin.
2. Click **Sheet > Link to External Data** from the main menu.
3. In the External Data dialog box, type or paste the **URL** of the source web page and press **Enter**.
4. Choose the import language setting (e.g., *Automatic*) in the pop-up window and click **OK**.
5. Select the required table identifier from the **Available Tables/Ranges** list (e.g., HTML_10 or HTML_all) and click **OK**.

4. Write steps to register a data source that is in *.odb format.

1. Select **Tools > Options > LibreOffice Base > Databases** from the menu bar.
2. Click the **New** button to open the *Create Database Link* dialog box.

3. Enter or **Browse** to the exact file path location of the *.odb database file.
4. Enter a name in the **Registered name** field.
5. Click **OK** to add the file to the list of registered databases.

5. State advantages of extracting data from a web page into a spreadsheet.

- **Prevents errors and saves time:** Eliminates manual retyping or copying data, reducing typing errors.
- **Access to live data:** Linking allows continuous access to live data so that updates on the original web page can be reflected automatically in Calc.
- **Seamless structure conversion:** HTML web tables are automatically parsed and mapped into spreadsheet columns and rows.