

SHARE AND REVIEW SPREADSHEET

Question and answers

A. Multiple Choice Questions

1. **Question:** Sharing allows to edit the spreadsheet by **Answer:** (b) different users simultaneously
 2. **Question:** Sharing spreadsheet feature allows to save the changes in **Answer:** (c) in a same sheet
 3. **Question:** The Recording Changes feature of LibreOffice Calc provides different ways to record the changes made by _____ in the spreadsheet. **Answer:** (d) one or other users
 4. **Question:** In Calc, the comments are added **Answer:** (d) all of above
 5. **Question:** The changes by team members in the spreadsheet can be accepted or rejected by **Answer:** (c) owner
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B. State Whether the Following Statements are True or False

1. **Question:** Spreadsheet cannot be shared to work with more than one user? **Answer: False** (A spreadsheet can be shared to allow multiple users to work on it simultaneously).
 2. **Question:** Some of the features becomes unavailable when the spreadsheet is in shared mode. **Answer: True** (Features such as Undo, Redo, Repeat, Paste, Links to External files, ImageMap, and Object become unavailable in shared mode).
 3. **Question:** You can record changes in the spreadsheet when the spreadsheet is opened in shared mode. **Answer: False** (To record changes, you must first disable the shared mode).
 4. **Question:** File menu is used to Record changes for the spreadsheet. **Answer: False** (The `Edit` menu is used via `Edit > Track Changes > Record`).
 5. **Question:** You can add a note or suggestion in the spreadsheet using Insert Comment. **Answer: True** (`Insert > Comment` is used to add notes or suggestions to a cell).
 6. **Question:** Formatting comment can be used to change the font colour of the comment. **Answer: True** (The `Format Cells` dialog box allows modifying font style, text color, background fill, and borders).
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C. Fill in the Blanks

1. **Question:** The title bar of the document shows _____ along with the filename for the shared mode of the spreadsheet. **Answer: (shared)**
 2. **Question:** The shared mode spreadsheet allows _____ users to access and edit the spreadsheet at the same time. **Answer: multiple**
 3. **Question:** Recording changes automatically _____ the shared mode of a spreadsheet. **Answer: turns off** (or disables)
 4. **Question:** Click on Edit menu, Track Changes and then select _____ to record the changes in the spreadsheet. **Answer: Record**
 5. **Question:** The border color of the changed cell will be _____. **Answer: red**
 6. **Question:** _____ is used to add notes or suggestions to a cell in a spreadsheet. **Answer: Insert Comment**
 7. **Question:** The comment box can be formatted just like formatting the _____ (cell contents). **Answer: cell**
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D. Answer the Following Questions

1. **Question:** Define the terms (a) Sharing Spreadsheet (b) Record changes **Answer:**
 - **(a) Sharing Spreadsheet:** A collaborative feature in LibreOffice Calc that allows a single spreadsheet to be accessed and edited by multiple users at the same time.
 - **(b) Record changes:** A tracking feature in LibreOffice Calc that logs and visually highlights edits made in a spreadsheet (such as displaying a red outline around changed cells and showing tooltips with author and change details).
2. **Question:** Write the commands to perform (a) Sharing Spreadsheet (b) Record changes **Answer:**

- **(a) Sharing Spreadsheet:** Tools > Share Spreadsheet -> Check the box "*Share this spreadsheet with other users*" -> Click OK -> Click Yes on the confirmation dialog.
 - **(b) Record changes:** Edit > Track Changes > Record.
3. **Question:** Which menu is used to perform the functions (a) Track Changes (b) Saving Spreadsheet
Answer:
- **(a) Track Changes: Edit menu** (Edit > Track Changes).
 - **(b) Saving Spreadsheet: File menu** (or automatically prompted when enabling shared mode).
4. **Question:** What do you understand by reviewing the changes in the spreadsheet? **Answer:** Reviewing changes is the process of inspecting all recorded modifications made by team members before finalizing the document. By navigating to Edit > Track Changes > Manage, the reviewer can evaluate each modification and choose to **Accept, Accept All, Reject, or Reject All**.
5. **Question:** Differentiate between Merging and Comparing Spreadsheet. **Answer:**
- **Merging Spreadsheets (Edit > Track Changes > Merge Document):** Combines edited copies of the same document into one spreadsheet, allowing the reviewer to accept or reject edits made across versions.
 - **Comparing Spreadsheets (Edit > Track Changes > Compare Document):** Compares the current open spreadsheet against a separate selected spreadsheet file and opens the *Manage Changes* dialog to display differences so they can be accepted or rejected.