

Q. When you open a new spreadsheet, by default, it has a sheet named _____ which is managed using tabs at bottom of the spreadsheet.

- a. Sheet1
- b. Untitled1
- c. Worksheet1
- d. New sheet

Q. Reviewers and authors can add their _____ to explain their changes in the cell of spreadsheet.

- a. Comments
- b. Hyperlink
- c. Workshop
- d. Macros

Q. In a spreadsheet using to create a hyperlink to a web ftp or telnet, click on the _____ icon available in hyperlink dialog box.

- a. Browser
- b. Hyperlink
- c. Internet
- d. Mail & news

Q. A _____ 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.

- a. Cell reference
- b. Block
- c. Sheet referenc
- d. Autofill

Q. _____ function takes data from a series of worksheets or workbooks and summeries it into a single worksheet that you can update easily.

- a. Data combination
- b. Data merging
- c. Data consolidation
- d. Data concatenation

Q. Mention any two operations that can be performed using macros in a spreadsheet.

- a. Formatting settings to be applied repeatedly in a spreadsheet.
- b. Sorting data
- c. Applying any mathematical funcations/formulas
- d. All of these

Q. What do you mean by hyperlinks in spreadsheets? Give the two different types of hyperlinks that can be used in spreadsheet.

Ans. Hyperlinks can be used in calc to jump to a different location from within a spreadsheet and can lead to other parts of the current file, to different files.

It can be stored within a file as either relative or absolute hyperlinks.

Q. Anshita is preparing spreadsheet notes for her term exam, help her to write short note on the following:

- a. Scenarios
- b. Solver
- c. Goal seek
- d. Subtotal

Q. _____ function takes data from a series of worksheets or workbooks and summarizes it into a single worksheet that you can update easily.

- a. Summation
- b. Data consolidation
- c. Data format
- d. Data chart

Q. If you are continually working with the same range, then you may give a name to the range using _____ option under data menu.

- a. Define data
- b. Define range
- c. Define reference
- d. Define address

Q. In calc, using Subtotals, you can select arrays and then choose a statistical function to apply to them. For efficiency, you can choose upto _____ groups of array to which to apply a function.

- a. two
- b. three
- c. four
- d. five

Q. solver option under tools menu amounts to a more elaborate form of ____.
The difference is that the solver deals with equations with multiple _____.

- a. Unknown variables, goal seek b. variables, equation
- c. Goal seek, Unknown variables d. Subtotal, goal seek

Q. Usually, you run a formula to calculate result based upon existing values.
By contrast, using _____, you can discover what values will produce the result that you want.

- a. subtotal b. scenario c. sort lists d. goal seek

Q. In Calc, you can use a cell reference in one or several formulas to refer to:

- a. data from one or more contiguous cells in the worksheet
- b. data contained in any software
- c. data contained in any format in database
- d. images in picture gallery

Q. In calc, to create reference with mouse:

- a. both spreadsheet need not be open.
- b. Select cell in which the formula is going to be entered
- c. There is no need of '=' symbol
- d. Cell reference is not required

Q. _____ can be used in calc to jump to a different location from within a spreadsheet and can lead to other parts of the current file, to different files or even to websites.

- a. tables b. goal seek c. auto sum d. Hyperlinks

Q. statement I : The data from the consolidation ranges and the target range are saved when you save the worksheet.

Statement II : If you later open a worksheet in which consolidation has been defined, this data will not be available again.

Consider above two statements, identify the correct one.

- a. Statement I is wrong.
- b. Statement II is wrong.
- c. Both the Statements I and II are wrong.
- d. Both the Statements I and II are correct.

Q. In spreadsheets,

Statement I: To consolidate by row labels or column labels, the label must be contained in the selected source ranges.

Statement II: The text in the labels must be identical, so that rows or columns can be accurately matched.

Statement III: If the row or column label does not match any that exist in the target range, it will be appended as a new row or column.

Consider the above three statements, identify the correct one.

- a. Only statements I and II are correct.
- b. Only statements II and III are correct.
- c. Only statements II are correct.
- d. All the statements are correct.

Q. Rohan has 50,000 rupees that he want to invest in two mutual funds for one year. Fund A is low risk fund with 18% interest rate and Fund B is a higher risk fund with 21% interest rate. Which feature of spreadsheet will help him to delete?

- a. Solver b. Subtotal c. linking sheets d. Macros

Q. which of the following options is not available in the hyperlink dialog box?

- a. internet b. document c. new document d. download

Q. you can access a variety of _____ and other data sources and link them into calc worksheets.

Ans. Databases/Tables

Q. A macro is a saved sequence of commands or keystrokes that are stored for later use.

Ans. True

Q. define 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 a formula to calculate.

Q. how can an original and edited worksheet be compared?

Ans. 1. Open the edited worksheet that you want to compare with the original worksheet.

2. select edit> compare document.

3. an open worksheet dialog appears. Select the original worksheet and click insert.

Calc finds and marks the changes as follows:

- all data that occurs in the edited worksheet but not in the original is identified as inserted.
- All data that is in your original worksheet but not in the original is identified as inserted.
- All data that is changed is marked as changed.

Q. _____ is one of the functions available in the spreadsheet to perform addition of selected numbers in the sheet.

Ans. Sum/autosum

Q. which function can't be performed through subtotal in a spreadsheet?

- a. sum b. product c. average d. percentage

Q. scenarios are a tool to test _____ questions.

- a. auto b. goal seek c. what-if d. drop down

Q. _____, totals/adds data arranged in a array that is a group of cells with labels for columns and/or rows which step one must should follow before using the subtotal option?

- a. consolidate b. rename data c. filter data d. subtotal

Q. A _____ hyperlink contains the full address of the destination file or web page.

- a. Relative b. absolute c. mixed d. address

Q. _____ means combining data in a spreadsheet from different worksheets into master worksheet.

- a. hyperlinks b. consolidating c. linking d. filter

Q. An _____ link will stop working only if the target is moved while a _____ link will stop working only if the start and target locations change relative to each other.

- a. Absolute, fixed
- b. relative, absolute
- c. absolute, relative
- e. permanent, absolute

Q. By default, sheets tab are present at the _____ of the spreadsheet.

- a. top
- b. bottom
- c. center
- d. right

Q. The cell referenc in a spreadsheet for cell range B2 tp F12 is _____.

- a. B2.F15
- b. B2;F15
- c. B2:F15
- d. B2-F15

Q. Hema is a chartered accountant. She used to maintain the accounts in a spreadsheet on everyday basis. There are number of steps which she needs to follow every time. Can you suggest her a feature of spreadsheet through which she can perform these task quickly without repeating the steps every time.

- a. Record changes
- b. track changes
- c. goal seek
- d. using macros

Q. Raj has created a worksheet where he has added all the information of his employees. He want every employee to go through the worksheet and update their address and phone number, if required. He also would like to know the changes done by his employees. Which feature of spreadsheet he should enable to see the changes made by his employees?

- a. macro
- b. link workbook
- c. change worksheet
- d. track changes

Q. _____ is specifically designed to minimize or maximize the result according to a set of rules that you define in a spreadsheet.

- a. Goal seek
- b. scenario
- c. solver
- d. subtotal

Q. the intersection point b/w a row and column is called _____.

- a. row b. column c. table d. cell

Q. rohit scored 25 out of 30 in English, 22 out of 30 in maths. He wants to calculate the score in IT he needs to achieve 85 percent in aggregate.

Suggest him the suitable option out of the following to do so.

- a. macro b. solver c. goal seek d. sub total

Q. krish and kritika have done a survey of age wise literacy rates of their locality as a school project which they have created in a spreadsheet. They both option they should use to access the same spreadsheet to speed up their work.

- a. Consolidate worksheet b. shared worksheet
c. link worksheet d. lock worksheet

Q. what is the use of macros in a spreadsheet?

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 named and record a set of action or set of actions.