Standard: X	Subject: Computer Studies (024)

Chapter : 5. Introduction to Calc

(1) **Which of the following type of package does Calc refer to ?**

(A) Spreadsheet   (B) Multi sheet

(C) Double sheet   (D) Cannot be determined

(2) **Which of the following applications are not suitable for Calc ?**

(A) Balance sheet preparation   (B) Result analysis

(C) Presenting an idea about a product   (D) All of these

(3) **Which of the following is the extension of a worksheet created in Calc ?**

(A) .ods   (B) .odd

(C) .xls   (D) .obj

(4) **Which of the following will be inserted in a worksheet if =starcalcteam() is inserted in a Calc cell ?**

(A) Stars   **(B) Photograph of Calc developer team**

(C) Calc license information   (D) Calc version information

(5) **How can one calculate total of values entered in a worksheet in a Calc document ?**

(A) By manual entry   (B) By AutoSum

(C) By formula   **(D) All of these**

(6) **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 formula ?**

(A) The cell row and columns are changed at destination.

(B) The cell row numbers are changed at destination.

(C) The cell column numbers are changed at destination.

(D) Nothing will be changed.

(7) **Which option is use to open Calc program ?**

(A) Applications → Office → OpenOffice.org Spreadsheet

(B) Applications → OpenOffice → OpenOffice.org Spreadsheet

(C) Start → Ofice →OpenOffice.org Spreadsheet

(D) Start → OpenOffice → OpenOffice.org Spreadsheet

(8) **Which type of package is Calc ?**

(A) Word processor **(B) Spreadsheet**

(C) Database (D) Presentation

(9) **In Calc, how many spreadsheets are there by default ?**

(A) 2 **(B) 3**

(C) 4 (D) 5

(10) **How many maximum worksheet in spreadsheet document ?**

(A) 24 (B) 64

(C) 256 (D) 65536

(11) **How many menu is available in Calc ?**

(A) 6 (B) 7

(C) 8 **(D) 9**

(12) **Which sign is available on bottom right side of the active cell ?**

(A) + (B) #

(C) – (D) *

(13) **How many rows in Calc ?**

(A) 65516 (B) 65526

(C) 1 to 65536 (D) 65546

(14) **How many columns in Calc ?**

(A) 226 (B) 236

(C) 246 **(D) 256**

(15) **Which is the basic element of a spreadsheet ?**

(A) Cell (B) Worksheet

(C) Workbook (D) Row and Column

(16) **In which form scroll bar is seen in Calc ?**

(A) Horizontal (B) Vertical

(C) Both (A) and (B) (D) None of these

(17) **Which background does current worksheet tab name have ?**

(A) Black **(B) White**

(C) Red (D) Green

(18) **To add or remove toolbar which option is used ?**

(A) File → Toolbars (B) Insert → Toolbars

(C) View → Toolbars (D) Format → Toolbars

(19) **Which menu – option is sued to rename a worksheet ?**

(A) Format → Sheet → Rename (B) Format → Sheet → Modify

(C) Edit → Sheet → Rename (D) Edit → Sheet → Modify

(20) Which menu – option is used in Calc to add new worksheet ?

(A) File → Sheet

(B) View → Sheet

(C) Insert → Sheet

(D) Tools → Sheet

(21) Which menu – option is used to save Worksheet in Calc ?

(A) File → Save

(B) File → Store

(C) File → Add

(D) File → Set

(22) Which symbol is used for multiplication in Calc ?

(A) &

(B) *

(C) #

(D) @

(23) Which symbol is necessary to write at the starting of formula ?

(A) =

(B) #

(C) @

(D) *

(24) Which key is pressed to see the result after entering formula in Calc ?

(A) Insert key

(B) Ctrl key

(C) Enter key

(D) Shift key

(25) To show cell range in Calc which symbol is used to separate the first cell address and the last cell address ?

(A) .

(B) ,

(C) :

(D) ;

(26) Which of the following option is used to add the values between cell A1 to A5 in Calc ?

(A) =A1+A2+A3+A4+A5

(B) =Sum(A1:A5)

(C) Σ button

(D) All of these

(27) Which function is used to do sum in Calc ?

(A) Plus

(B) Sum

(C) Joint

(D) Add

(28) In which form, the sum function appears in function bar ?

(A) Σ

(B) Δ

(C) Ψ

(D) Ш

(29) On which bar Σ symbol does appear ?

(A) Title bar

(B) Formula bar

(C) Symbol bar

(D) Format bar

(30) What is called to arrange data in order ?

(A) Filtering

(B) Inserting

(C) Sorting

(D) Deleting

● ● ● ● ●

Yash Computer Academy

Website: www.tejasthakkar.com

|| *Tejas R. Thakkar* ||

: 3 :

(M) 9228172571, 9510247686

Email : tejasrthakkar@gmail.com