



Standard: X

Subject: Computer Studies (024)

Chapter : 6. Data Editing and Formatting in Calc

- (1) Which of the following technique arranges the data set in a particular order such as ascending or descending ?
- (A) Data Formatting (B) Data Validations
(C) Data Filtering (D) Data Sorting
- (2) Which of the following techniques can be used to allow only date values in a cell ?
- (A) Data Formatting (B) Data Validations
(C) Data Filtering (D) Data Sorting
- (3) Which of the following options when selected deletes all data validations ?
- (A) Delete Formatting (B) Delete All
(C) Delete Formula (D) Delete Me
- (4) We can replace multiple occurrences of a word using which of the following facility of Calc ?
- (A) Find and Replace (B) By Replace command
(C) By Copy command (D) By Preview command
- (5) Page Preview will also allow you to do which of the following setting ?
- (A) Borders (B) Margins
(C) Column and Row heading (D) All of these
- (6) Which of the following function key is used to check spelling in Calc ?
- (A) F1 (B) F2
(C) F4 (D) F7
- (7) Which of the following function key is used to get help in Calc ?
- (A) F1 (B) F2
(C) F4 (D) F7
- (8) What is the name of mechanism to arranging the data in a particular order ?
- (A) Sorting (B) Searching
(C) Filtering (D) Validating

- (9) What is the name of mechanism to filter out unnecessary data ?
(A) Sorting (B) Searching
(C) Filtering (D) Validating
- (10) What is the name of mechanism to allow only valid data ?
(A) Sorting (B) Searching
(C) Filtering **(D) Validating**
- (11) Which of the following is the shortcut key to open a new Calc worksheet ?
(A) Ctrl + N (B) Ctrl + O
(C) Ctrl + D (D) Ctrl + E
- (12) Which type of information can be entered in a cell ?
(A) Data (B) Formula
(C) Function **(D) All of these**
- (13) Which of the following is the extension of Calc file ?
(A) .odc (B) .odb
(C) .ods (D) .odg
- (14) Which option is useful to insert a new worksheet ?
(A) File → Sheet **(B) Insert → Sheet**
(C) Format → Sheet (D) Edit → Sheet
- (15) Which key is used to select random cells ?
(A) Shift (B) Alt
(C) Ctrl (D) Tab
- (16) Which sign is used to create absolute cell address ?
(A) \$ (B) %
(C) # (D) @
- (17) Which menu – option is used for sorting the data ?
(A) Format → Sort (B) Edit → Sort
(C) Tools → Sort **(D) Data → Sort**
- (18) Which menu – option is used for filtering the data ?
(A) File → Filter → Auto Filter (B) Tools → Filter → Auto Filter
(C) Data → Filter → Auto Filter (D) Format → Filter → Auto Filter
- (19) Which menu – option is used for data validations ?
(A) Data → Validity (B) Format → Validity
(C) Tools → Validity (D) View → Validity
- (20) Which line is displayed under the wrongly entered words ?
(A) Green (B) Blue
(C) Red (D) Black

- (21) Which is the short cut key for Find and Replace ?
(A) Ctrl + F (B) Ctrl + E
(C) Ctrl + D (D) Ctrl + R
- (22) Which menu – option is useful for print preview ?
(A) View → Page Preview (B) Format → Page Preview
(C) Edit → Page Preview **(D) File → Page Preview**
- (23) Which bar can be used to preview the document ?
(A) Print bar (B) View bar
(C) Preview bar (D) Page bar
- (24) How many types of orientations are there in Page tab in Page Style dialog box ?
(A) 2 (B) 3
(C) 4 (D) 5
- (25) Which option is used to print document ?
(A) Format → Print (B) Edit → Print
(C) Data → Print **(D) File → Print**
- (26) Header and Footer part is divided into how many parts ?
(A) 3 (B) 4
(C) 5 (D) 6
- (27) Which menu – option is useful to get help in Calc ?
(A) File → OpenOffice.org Help (B) View → OpenOffice.org Help
(C) Data → OpenOffice.org Help **(D) Help → OpenOffice.org Help**
- (28) By default how many worksheet are displayed ?
(A) 2 **(B) 3**
(C) 4 (D) 5
- (29) What is the background color for the selected sheet in the Sheet Tab ?
(A) White (B) Black
(C) Red (D) Green
- (30) Which menu – option is used to remove a worksheet ?
(A) File → Sheet → Delete (B) File → Delete → Sheet
(C) Edit → Sheet → Delete (D) Edit → Delete → Sheet

