PODAR INTERNATIONAL SCHOOL, OSMANABAD				
Std	Subject:-	IT 402	Part B	Electronic Spreadsheet (Advanced)
: X	Value of the chapter:			All about data manipulation.

Q1. _____ allows you to gather data from different worksheets into a master worksheet.

      a. Data Consolidation
      b. Goal Seek
      c. Solver
      d. Total data

Q2. Consolidate option is available under _____ menu.

      a. View
      b. Tool
      c. Insert
      d. Data

Q3. Data can be consolidated from two sheets only.(T/F)

      a. True
      b. False

Q4. We can consolidate data by _____

      a. Row Label
      b. Column Label
      c. Both of the above
      d. None of the above

Q5. Which of the following functions are available in consolidate window?

      a. Max
      b. Min
      c. Count
      d. All of the above

Q6. In which option we have to specify the target range(Where we want the result to be displayed)

      a. Source data range
      b. Copy results to
      c. Need result at
      d. target range

Q7. If you select _____ then any values modified in the source range are automatically updated in the target range.
      a. Link to source data
      b. Link to sheet data
      c. Link to original data
      d. Link to source range

Q8. Which option is used to name a range of cells?
      a. Range name
      b. Cell Range
      c. Define Range
      d. Select Range

Q9. Define range option is available under _____ menu.
      a. Insert
      b. View
      c. Developer
      d. Data

Q10. The text in the row label or column label must be identical, otherwise, new row or column will be inserted.(T/F)
      a. True
      b. False

Q11. SUBTOTALS _____ data arranged in an array (that is, a group of cells)
      a. Add
      b. Average
      c. Find
      d. Clear

Q12. Subtotals is available in _____ menu.
      a. Tools
      b. Format
      c. Insert
      d. Data

Q13. In Subtotals we can select up to _____ groups of arrays.
      a. 3
      b. 2
      c. 4
      d. Infinite

Q14. Identify the correct sequence

a. First open subtotals window and then select the data where we need to apply subtotals.
b. First Select data and then open subtotals window.
c. Both of the above are correct
d. None of the above

Q15. Scenarios are tool to test _____ questions.
a. if else
b. what else
c. what if
d. if

Q16. Each scenario has a name.(T/F)
a. True
b. False

Q17. Scenario option is available in _____ menu.
a. Data
b. Tools
c. Insert
d. Windows

Q18. When we print a spreadsheet, only content of active scenario is printed.(T/F)
a. True
b. False

Q19. We can shift from one scenario to another by _____
a. Navigator
b. Find and Replace
c. Data Source
d. None of the above

Q20. We can create only 3 scenario for a given range of cells.(T/F)
a. True
b. False

Q21. Which option is suitable to calculate the effect of different interest rates on an investment?
a. Scenario
b. Subtotal
c. Consolidate
d. None of the above

Q22. Default name of first scenario created in Sheet1 of Calc is _____
a. Sheet1_Scenario1

b. Sheet1_Scenario_1
c. Sheet_1_Scenario1
d. Sheet_1_Scenario_1

Q23. To select random multiple cell hold down _____ key as you click on each cell.
   a. Alt
   b. Shift
   c. Ctrl
   d. All of the above

Q24. Goal Seek Option available in ___ menu.
   a. Tools
   b. Format
   c. Data
   d. Insert

Q25. Comment in Create Scenario dialog box is Optional(T/F)
   a. True
   b. False

Q26. We can give different colors to different scenario?(T/F)
   a. True
   b. False

Q27. _____ is more elaborate form of Goal Seek.
   a. Scenario
   b. Subtotal
   c. Solver
   d. All of the above

Q28. Solver option is available under _____ menu
   a. Tools
   b. Format
   c. Edit
   d. Insert

Q29. We can link one worksheet to another worksheet.(T/F)
   a. True
   b. False

Q30. We cannot add/insert more sheets in a spreadsheet.(T/F)
   a. True
   b. False

Q31. When you open a new spreadsheet, by default it has sheet named _____.
   a. Sheet1
   b. Sheet_1
   c. Sheet 1
   d. None of the above

Q32. By default sheets tab are present at the _____ of the spreadsheet.
   a. Top
   b. Bottom
   c. Both of the above
   d. None of the above

Q33. We can insert the new sheet in Calc by clicking on ___ menu.
   a. Format
   b. Edit
   c. Insert
   d. Tool

Q34. Which of the following elements are present in "Insert Sheet" dialog box.
   a. After Current Sheet
   b. Before Current Sheet
   c. No. of Sheets
   d. All of the above

Q35. By default _____ sheets are present in Spreadsheet.
   a. 1
   b. 2
   c. 3
   d. 4

Q36. We can rename a new sheet in Calc.

   a. After inserting a new sheet
   b. While inserting a new sheet
   c. Both of the above
   d. None of the above

Q 37. We can rename an existing sheet in Calc by

   a. Double click on one of the existing sheet
   b. Right click on existing sheet and then choose rename
   c. Both of the above

d. None of the above

Q 38. Formula to refer a cell A3 in sheet named S1 is
    a. =S1A3
    b. =S1.A3
    c. ='S1'.A3
    d. None of the above

Q 39. Hyperlink in Calc can be used

    a. to jump from one sheet to another sheet.
    b. to jump from one sheet to website
    c. to jump from one section to another section of same sheet
    d. All of the above

Q 40. Hyperlink in Calc can be either relative or absolute.(T/F)
    a. True
    b. False

Q 41. Absolute link will stop working only if the target is moved(T/F)
    a. True
    b. False

Q 42. A relative link will stop working only if the target is moved.(T/F)
    a. True
    b. False

Q 43. If you have two spreadsheets in the same folder linked to each other and you move the entire folder to a new location, a relative hyperlink will _____

    a. not work
    b. work
    c. may work
    d. None of the above

Q 44. Hyperlink option is available in _____ menu.
    a. File
    b. Edit
    c. Format
    d. Insert

Q 45. Hyperlink icon is present on _____

    a. Format Toolbar
    b. Standard Toolbar
    c. Menu Bar

d. None of the Above

Q 46. Hyperlink dialog box shows _____ types of hyperlinks on left hand side.
    a. 1
    b. 2
    c. 3
    d. 4

Q 47. We can link a text in spreadsheet to any Web URL.(T/F)
    a. True
    b. False

Q 48. Hyperlink dialog box in Calc shows _____ options on left hand side.
    a. Internet
    b. Document
    c. New Document
    d. All of the above

Q 49. In Calc link to external data is present in _____ menu.
    a. File
    b. Edit
    c. Insert
    d. View

Q 50. To register a data source in OpenOffice.org

    a. Choose Tools -> Options -> OpenOffice.org Base -> Databases
    b. Choose Tools -> Options -> Databases-> OpenOffice.org Base
    c. Choose Tools -> Databases-> Options -> OpenOffice.org Base
    d. None of the above

Q 51. Spreadsheet software allows the user to share the workbook.(T/F)
    a. True
    b. False

Q 52. Several users can access shared workbook simultaneously.(T/F)
    a. True
    b. False

Q 53. Suman and her friends want to work together in a spreadsheet. They can do so by

    a. Sharing Workbook

b. Linking Workbook
c. Both of the above
d. None of the above

Q 54. In Calc "Share Document" dialog box can open by clicking on _____ menu.
   a. File
   b. Edit
   c. View
   d. Tool

Q 55. We cannot unshared a spreadsheet, once it is shared.(T/F)
   a. True
   b. False

Q 56. After sharing the worksheet, the word _____ is then shown on the title bar after the worksheet's title
   a. Sharing
   b. Shared
   c. Sharing Sheet
   d. None of the above

Q 57. Share document option available in _____ menu
   a. Tools
   b. View
   c. Edit
   d. File

Q 58. The following features are known to be disabled in a shared spreadsheet

   a. Edit > Changes, except for Merge Document
   b. Insert > Names
   c. Insert > Comment
   d. All of the above

Q 59. Which of the following buttons are present on "Resolve Conflict" dialog box which appear during saving shared worksheet?

   a. Keep Mine
   b. Keep Other
   c. Keep All Mine
   d. All of the above

Q 60. Any cells modified by the other user in shared worksheet are shown with a _____ border.

a. Blue
b. Green
c. Red
d. Yellow

Q 61. Which feature of Calc help to see the changes made in the shared worksheet?

a. Record Changes
b. Solver
c. Subtotal
d. None of the above

Q 62. To activate the record changes feature in shared worksheet _____

a. Select File > Changes > Record from the menu bar.
b. Select Edit > Changes > Record from the menu bar.
c. Select View > Changes > Record from the menu bar.
d. Select Insert > Changes > Record from the menu bar.

Q 63. A __ colored border, appears around a cell where changes were made in shared worksheet.

a. Blue
b. Yellow
c. Green
d. Red

Q 64. A deleted column or row in shared worksheet is marked by a _____ colored bar.

a. Light
b. Line
c. Solid
d. Heavy

Q 65. Record Changes feature of Calc help

a. Authors and other reviewers to know which cells were edited.
b. to record the screen
c. to make changes permanent
d. None of the above

Q 66. Which of the following changes are not recorded in shared worksheet?

  a. Changes any number
  b. Changes any text
  c. Cell Formatting
  d. None of the above

Q 67. We can add a comment regarding any changes made in shared worksheet by

  a. Edit > Changes > Comments
  b. File > Changes > Comments
  c. View > Changes > Comments
  d. None of the above

Q 68. After adding comment to a changed cell of shared worksheet, we can see it by hovering the mouse pointer over the cell(T/F)
  a. True
  b. False

Q 69. Anil is the author of shared worksheet so he has the right to accept or reject changes made by the reviewers.(T/F)
  a. True
  b. False

Q 70. "Accept or Reject Changes" dialog box (for shared worksheet) can be opened by clicking on

  a. File > Changes > Accept or Reject.
  b. Edit > Changes > Accept or Reject.
  c. View > Changes > Accept or Reject.
  d. None of the above

Q 71. Worksheets can be merged from _____ menu.
  a. Edit
  b. File
  c. View
  d. Tools

Q 72. When sharing worksheets authors may forget to record the changes they make. Calc can find the changes by _____ worksheets
  a. duplicating

b. comparing
c. checking
d. None of the above

Q 73. Edited worksheet can be compared with the original worksheet by selecting.

a. File –> Compare Document
b. Edit –> Compare Document
c. View –> Compare Document
d. Tools –> Compare Document

Q 74. A _____ is a saved sequence of commands or keystrokes that are stored for later use
a. Solver
b. Autosum
c. Consolidate
d. Macro

Q 75. Macros are especially useful to _____ a task.
a. do
b. repeat
c. simplify
d. complicate

Q 76. Use _____ Macro to start the macro recorder.
a. Tools > Macros > Record
b. Tools > Record > Record Macro
c. Data > Macros > Record
d. None of the above

Q 77. Click _____ to stop the macro recorder
a. Close Recording
b. End Recording
c. Stop Recording
d. None of the above

Q 78. To edit macro, go to

a. Tools –> Macros — > Edit Macros
b. Edit –> Macros — > Edit Macros
c. View –> Macros — > Edit Macros
d. None of the above

Q 79. Function names in Calc are not case sensitive.(T/F)
   a. True
   b. False

Q 80. When a document is created and saved, it automatically contains a library named ___
   a. Module Library
   b. Macro Library
   c. Standard
   d. None of the above

Answer Scheme

1	A	21	A	41	A	61	A
2	D	22	B	42	B	62	B
3	B	23	C	43	B	63	D
4	C	24	A	44	D	64	D
5	D	25	A	45	B	65	A
6	B	26	A	46	D	66	C
7	A	27	C	47	A	67	A
8	C	28	A	48	D	68	A
9	D	29	A	49	C	69	A
10	A	30	B	50	A	70	B
11	A	31	A	51	A	71	A
12	D	32	B	52	A	72	B
13	A	33	C	53	A	73	B
14	B	34	D	54	D	74	D
15	C	35	C	55	B	75	B
16	A	36	C	56	B	76	A
17	B	37	C	57	A	77	C
18	A	38	C	58	D	78	A
19	A	39	D	59	D	79	A
20	B	40	A	60	C	80	C