



مدرسة ايليت الانجليزية The Elite English School

1. Multiple users are working on same spreadsheet and are able to view the changes made in it. This working mode is known as ____ in Calc.
(a) View mode (b) Change mode
(c) Shared Mode (d) Record Changes Mode
2. Making changes temporarily in a document so as to confirm them later by reviewing them. This working mode is known as ____ in Calc.
(a) View mode (b) Change mode
(c) Shared Mode (d) Record Changes Mode
3. Which command opens a document in shared mode ?
4. Which command opens a document in record changes mode ?
5. The descriptions about the changes made in cells are available through ____ .
(a) Descriptive list (b) Comments
(c) Position (d) None of these
6. While saving a shared document, if you are resolving the conflicts in changes, can any other user save the document at that time ?