



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 ?