

# GD DAV PUBLIC SCHOOL

CASTAIR'STOWN, DEOGHAR, JHARKHAND

Class: VI

## Chapter 7 Spreadsheet - 1 Calc.

Student Name:..... Class & Sec..... R No.....

A. Arrange the steps to Open the Open Office Calc.

Step:1 \_\_\_\_\_

Step:2 \_\_\_\_\_

Step:3 \_\_\_\_\_

### Help Area

Choose Open Office Calc from the Open Office Suit.

Go to Start Menu -> Select All Program

Click on Spreadsheet from the Open Office Suit window

B. Different types of Data that can be entered in a cell.

Help Box [ left right = ]

(a) When numbers are entered in a cell, they are \_\_\_\_\_ aligned by default.

(b) When text is entered in a cell, it is automatically \_\_\_\_\_ aligned.

(c) Before entering formula or function in a cell, it must be preceded with \_\_\_\_\_ sign.

B. Arrange the steps to saving of a workbook.

Step: 1 \_\_\_\_\_

Step: 2 \_\_\_\_\_

Step: 3 \_\_\_\_\_

Step: 4 \_\_\_\_\_

Help Area

Click on Save button from Save As Dialog Box

A Save As Dialog Box Appear

Click the Save button on the Standard Toolbar

Type “Name of the file”