# 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.

LIVEWORKSHEETS

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"

LIVEWORKSHEETS