

GD DAV PUBLIC SCHOOL

CASTAIR'S TOWN, DEOGHAR

Chapter 7 (Spreadsheet-I)

Exercise Question (ICT)

Student Name

Class & Section:

Roll No.

Date:

1. Fill in the blanks:

- (a) Open Office .org Calc is a _____ software.
- (b) _____ bar shows the content of the selected cell.
- (c) A calc document is called a _____ .
- (d) A cell is the _____ element of a spreadsheet.
- (e) _____ is the extension name of Open Office org Calc.
- (f) Maximum number of rows in OO Calc _____
- (g) Maximum number of columns in OO Calc _____
- (h) Maximum number of worksheets in OO Calc _____

(i) _____ default sheets are available in a worksheet.

(j) _____ is a cell with highlighted boundary around it.

2. Write True or False for the following statements:

(a) We can enter data only in the Active Cell.

True

False

(b) Spreadsheet is used to do financial calculation.

True

False

(c) The Title bar contains the options like File, Edit, View etc.

True

False

(d) We cannot insert multiple sheets in a workbook.

True

False

(e) We can represent data in the form of graphs and charts.

True

False