1. The cell having bold boundary is the _____ cell.
   (a) Last   (b) Next
   (c) First   (d) Active

2. Calc worksheets are given _____ extension.
   (a) .odf   (b) [= sign]
   (c) .ods   (d) .odw

3. A _____ contains multiple _____ in it.
   (a) workbook, worksheet   (b) worksheet, workbook
   (c) document, worksheet   (d) document, workbook

4. A group of contiguous cells is called a _____ of cells.
   (a) group   (b) range
   (c) herd   (d) bunch

5. A cell address's correct form is _____ , _____ .
   (a) row number, column letter   (b) column letter, row number
   (c) Column number, row number   (d) None of these

6. The navigator dialog can be opened by pressing _____ key.
   (a) F2   (b) F3
   (c) F4   (d) F5

7. The command to freeze some rows/columns is found on _____ menu.
   (a) View   (b) Tools
   (c) Data   (d) Window