

## Chapter 8: Spreadsheet Tool — OpenOffice Calc

1. Why chart is a better mechanism than the text content to explain worksheet data?
2. Does the number formatting affect the actual cell value?
3. What is an embedded chart?
4. What is a chart sheet? Does Calc support chart sheets?
5. Which key combination is used to select an entire worksheet?
6. How is a worksheet different from a workbook?
7. Define absolute referencing.
8. Explain the different types of charts available in Calc.
9. Define formatting in a worksheet.
10. What do you understand by an argument?