

## Chapter 9: Spreadsheet Tool —OpenOffice Calc-II

- Q1. Write a note on the importance of data formatting in a worksheet.
- Q2. Write the steps to change the font of the text in an OpenOffice Calc document.
- Q3. What is a chart? Explain the different types of charts in OpenOffice Writer.
- Q4. Explain briefly the steps to create a chart in OpenOffice Calc.
- Q5. How can we print a worksheet with charts?
- Q6. Explain briefly the steps to insert a table in a worksheet.
- Q7. What is the difference between a Stock chart and a Net chart?
- Q8. Compare a Bar chart and a Pie chart.
- Q9. Write down the steps to align text in OpenOffice Calc.
- Q10. What is number formatting? Explain the steps to format a currency in OpenOffice Calc.