

Chapter 8: Spreadsheet Tool —OpenOffice Calc-I

- Q1.** What is a worksheet in OpenOffice Calc? How is it related to a workbook?
- Q2.** Define the cell of a worksheet. How can we identify a cell?
- Q3.** What are the different types of data that we can enter in a worksheet? Explain in brief.
- Q4.** How can we change the color of the text in a worksheet?
- Q5.** Define range commands and worksheet commands. List some worksheet commands.
- Q6.** Explain the steps to insert a blank cell in a document.
- Q7.** Why do we use formulas in a spreadsheet? Discuss the way to enter a formula in a spreadsheet.
- Q8.** What does cell referencing means in OpenOffice Writer? Explain briefly.
- Q9.** Write a note on the IF() function.
- Q10.** Write a note on the COUNTA() function.