CLASS 9 – INFORMATION TECHNOLOGY

UNIT 4: ELECTRONIC SPREADSHEET (LIBREOFFICE CALC)

General Instructions:

1. All questions are compulsory.

2. Marks are indicated against each question.

3. Use neat diagrams wherever necessary.

4. Answer in the space provided.

Section A – Multiple Choice Questions (1 × 10 = 10 Marks)

1. It shows the cell reference in LibreOffice Calc.

(a) Name Box   (b) Function Wizard

(c) Formula   (d) Input Line

2. By default, labels (text data) in Calc are:

(a) Right aligned   (b) Left aligned

 (c) Center aligned   (d) Justified

3. Which of the following is not a mathematical operator in Calc?

(a) +   (b) –

(c) *   (d) %

4. The intersection of a row and column is called:

(a) Range   (b) Cell

 (c) Address   (d) Formula

5. Shortcut key to open Format Cells dialog box is:

(a) Ctrl + S   (b) Ctrl + 1

 (c) Ctrl + N   (d) Ctrl + C

6. Which tab contains the option Pivot Table?

(a) File   (b) Data

(c) Tools   (d) Insert

7. The shortcut key to create a new spreadsheet in Calc is:

(a) Ctrl + N   (b) Ctrl + S

(c) Ctrl + O   (d) Ctrl + Shift + N

8. The maximum number of rows in a Calc worksheet is:

(a) 65,536   (b) 1,048,576

(c) 1024   (d) Unlimited

9. Which function is used to count numeric entries in a range?

(a) SUM   (b) COUNT

(c) MAX   (d) MIN

10. The first spreadsheet software developed was:

(a) MS Excel   (b) VisiCalc

(c) Lotus 1-2-3   (d) Quattro Pro

Section B – Short Answer Questions (2 × 8 = 16 Marks)

11. What is the difference between labels and values in Calc?

12. Define Active Cell with an example.

13. What is the use of the SUM function in Calc?

14. Write any two uses of LibreOffice Calc.

15. What is the difference between Formula and Function in Calc?

16. Explain the use of Ctrl + Home and Ctrl + End keys in Calc.

17. What is the use of the Name Box in Calc?

18. Write any two differences between Row Range and Column Range.

Section C – Long Answer Questions (4 × 8 = 32 Marks)

19. Explain the different toolbars in LibreOffice Calc.

20. Differentiate between Row Range, Column Range, and Row & Column Range with examples.

21. Describe the steps to create a Shopping Bill spreadsheet in Calc.

22. Explain five commonly used functions in Calc with examples.

23. Explain the steps to format a cell using the Format Cells dialog box.

24. Describe the five commonly used tabs in the Menu Bar of Calc.

25. Explain with examples how brackets change operator precedence in formulas.

26. Write the steps to insert a new column in Calc.