



INDIAN SCHOOL AL WADI AL KABIR

Class: X	Department: Computer Science
WORKSHEET-6	INFORMATION TECHNOLOGY (402) Part B-Unit 2-Chapter-6 Linking Spreadsheet Data

A. Multiple choice questions

1. Insert Sheet dialog can be invoked from _____.

(a) **sheet**

(b) insert

(c) tools

(d) Windows

2. _____ refers to cell G5 of sheet named My Sheet.

(a) \$My Sheet.'G5'

(b) \$My Sheet_'G5'

(c) **\$ 'MySheet'.G5**

(d) \$ 'MySheet'_G5

3. The path of a file has _____ forward slashes.

(a) four

(b) **three**

(c) two

(d) one

4. Which of the following feature is used to jump to a different spreadsheet from the current spreadsheet in LibreOffice Calc?

(a) Macro

(b) **Hyperlink**

(c) connect

(d) Copy

B. Fill in the blanks

1. A relative hyperlink stores the location with respect to the _____ **current** location.

2. While inserting tables from a webpage _____ **HTML all** selects the entire HTML document.

3. The extension of LibreOffice base is _____ **.odb**.

4. _____ **single quotes** are used to enclose sheet names as there might be a space within sheet names.

5. The From file option of _____ **insert sheet** Dialog box allows to insert sheet from another file.

C. State whether the following statements are True or False

1. A sheet can only be added before the current sheet. -**False**

2. If 'sales' sheet has a reference to 'cost' sheet then any changes made to 'cost' sheet will be reflected in the sales sheet as well. -**True**

3. It is not possible to link a sheet as a reference in another sheet. -**False**
4. We can insert data from a table created on a web page into a spreadsheet. -**True**
5. A hyperlink once created on a sheet cannot be deleted. -**False**

D. Answer the following questions

1. Name the two ways to link the sheets in a LibreOffice Calc.

Ans. The two ways to link the sheets in a LibreOffice Calc are

1. Creating reference to other sheets/documents by using keyboard and mouse.
2. By linking external data.

2. Differentiate between Relative and Absolute Hyperlink.

Ans. An absolute hyperlink stores the complete location where the file is stored. So, if the file is removed from the location, absolute hyperlink will not work. For example: C:\Users\ADMIN\Downloads\try.ods is an absolute link as it defines the complete path of the file.

A relative hyperlink stores the location with respect to the current location. For example:

Admin\Downloads\try.ods is a relative hyperlink as it is dependent on the current location. If the complete folder containing the active spreadsheet is moved the relative link will still be accessible as it is bound to the source folder where the active spreadsheet is stored.

3. Write steps to extract a table from a web page in a spreadsheet.

Ans. Steps to extract a table from a web page in a spreadsheet are:

1. Open the spreadsheet where external data is to be inserted.
2. Select Sheet > External Links...
3. The External Data dialog box will open.
4. Type the URL of the source document and press enter.
5. A dialog box is displayed to select the language for import. Selecting Automatic shows data in the same language as in the webpage.
6. From the Available Tables/Ranges list, choose the desired table and click OK.
7. Table will be inserted in the spreadsheet

4. Write steps to register a data source that is in *.odb format.

Ans.

1. Select Tools > Options > LibreOffice Base > Databases. The Options - LibreOffice Base-Databases dialog box appears.
2. Click the New button to open the Create Database Link dialog box.
3. Click Browse to open a file browser and select the database file.
4. Type a name to use as the registered name for the database and click OK.

5. State advantages of extracting data from a web page into spreadsheet.

Ans. Advantages of extracting data from a web page into spreadsheet are:

1. Accuracy: Extracting data directly from a webpage, ensure that the information is up-to-date and accurate.
2. Efficiency: Extracting data automates the process of gathering data from a webpage.
3. Collaboration: It also facilitates organization and collaboration of data.