



## INDIAN SCHOOL AL WADI AL KABIR

<b>Class: XII Marketing</b>	<b>Topic: Information and Communication Technology Skills</b>	<b>Department: COMMERCE</b>
<b>Worksheet No: 1</b>		

### I. CHOOSE THE RIGHT OPTION:

1. A \_\_\_\_\_ is an electronic document, which has rows and columns. It is used to store data in a systematic way and do calculations.

**a. Spreadsheet**

b. Word

c. Calculator

d. Electronic sheet

2. There are many types of spreadsheets available that have been created by different companies. Identify the spreadsheet

a. Office Calc

b. LibC

c. Calc

**d. LibreOffice Calc**

3. A \_\_\_\_\_ is an arrangement of cells in a horizontal (sleeping) manner.

**a. row**

b. column

c. spreadsheet

d. word cell

4. A \_\_\_\_\_ is a rectangle shaped box, where the row and column meet.

- a. row
- b. column
- c. rectangular box
- d. cell**

5. The \_\_\_\_\_ shows the location of the selected cell.

- a. Located cell
- b. Cell
- c. Name box**
- d. Name location

6. A collection of cells in the form of a grid (a network of lines that intersect each other, making rectangles). This is called as \_\_\_\_\_

- a. A spread sheet
- b. A sheet
- c. worksheet**
- d. working sheet

7. A \_\_\_\_\_ is a spreadsheet that has one or more worksheets.

- a. spare book
- b. spread sheet book
- c. workbook**
- d. worksheet

8. There are three main types of data \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_.

**a.text, numbers, and formula.**

b.Data, numbers, formula

c.formula, numbers, data card

d.text, numbers, data

**II. Fill in the blanks:**

9. When a single cell is selected it is called **active cell**.

10. When a number of cells is selected, it is called **cell range**.

11. Data stored in a spreadsheet can be used in **calculations, graphical representation,** and **display of information.**

12. Once a shape is inserted in a slide, you can use the Properties tab to make changes to the properties of the **shape,** such as **colour, size, position, direction,** **etc.**

13. **Layout** helps to arrange the slide content in an organised way.

**III.ANSWER THE FOLLOWING QUESTIONS**

14. Explain the steps to start LibreOffice Calc

15. List the Components of a spreadsheet

16. What is a worksheet?

17. How to delete a data in a cell?

18. How to protect a spreadsheet using password?

19. Explain the steps to start LibreOffice Impress.

20. Explain about Inserting clipart and images in presentation.

**ALL THE VERY BEST.....!!**