



INDIAN SCHOOL AL WADI AL KABIR

Class: X	Department: Computer Science
WORKSHEET-5	INFORMATION TECHNOLOGY (402) Part B-Unit 2-Chapter-5 Using Macros in Spreadsheet

A. Multiple choice questions

- Macro Recordings can be enabled from the _____ option in the menu bar.
(a) Sheet
(b) Data
(c) Tools
(d) Window.
- Which of the following is an invalid Macro Name?
(a) 1formatword
(b) format word
(c) format*word
(d) Format_word
- Which of the following Libraries contains modules with prerecorded macros and should not be changed?
(a) My Macros
(b) LibreOfficeMacros
(c) Untitled1
(d) Test.
- Identify which of the following is a programming Language?
(a) Calc
(b) BASIC
(c) Writer
(d) Macro.
- The Module can be executed from the IDE by pressing _____.
(a) F3
(b) F4
(c) F5
(d) F6
- Which of the following is the default name of the Macro _____.
(a) Default
(b) Main
(c) Macro1
(d) Main_Macro

B. Fill in the blanks

1. STANDARD library is automatically loaded when the document is opened.
2. IDE stands for INTEGRATED DEVELOPMENT ENVIRONMENT.
3. Macro as a function is capable of accepting ARGUMENTS/VALUES and returning a RESULT/VALUES.
4. Macro ORGANIZER allows us to add, delete a module.
5. The code of macro begins with SUB followed by the name of the macro and ends with END SUB.
6. By default a macro is saved in the STANDARD LIBRARY.

C. State whether the following statements are True or False

1. Macro is a group of instructions executing a single instruction. - **FALSE**
2. Once created, Macro can be used any number of times. - **TRUE**
3. By default, the Macro recording feature is turned on. - **FALSE**
4. It is not possible to stop recording of a Macro. - **FALSE**
5. Every Macro should be given a unique name. - **TRUE**
6. A macro once created can be edited later. - **TRUE**

D. Answer the following questions

1. What is a Macro? List any two real life situations where they can be used.

Answer:

- A macro is a single instruction that executes a set of instructions.
- These set of instructions can be a sequence of commands or keystrokes that can be used for any number of times later.
- A sequence of actions such as keystrokes and clicks can be recorded and then run as per the requirement.

Macros can be used in the following situations:

1. To apply the specific formatting repeatedly in spreadsheet
2. To use a specific formula repeatedly in spreadsheet

2. List the actions that are not recorded by a macro.

Answer:

The actions cannot be recorded by Macro:

1. Opening of windows
2. Actions carried out in another window than where the recording was started.
3. Window switching
4. Actions that are not related to the spreadsheet contents
5. Selections are recorded only if they are done by using the keyboard (cursor traveling), but not when the mouse is used
6. The macro recorder works only in Calc and Writer.

3. How is LibreOffice Macros Library different from my Macros?

Answer:

A Library is a collection of modules which in turn is a collection of macros. A LibreOffice Macros library contains default macros stored by LibreOffice whereas my Macros contains modules of macros created and recorded by user.

4. Differentiate between predefined function in Calc and Macros as a function

Answer:

Predefined Function	Macro as a Function
Predefined Function will be stored in LibreOffice Macros library	Macro as a function will be stored in My Macros library by default
Predefined function has same code length	Macro as a function has different code length
It cannot be modified	It can be modified easily anytime
Faster in execution	Slower in execution

5. List the rules that should be kept in mind while naming a macro.

Answer:

The rules that should be kept in mind while naming a macro are as follows:

- Macros should be always starts with a letter
- It does not contain any space
- It does not contain a special character except for (underscore)

6. Give any one advantage of macros.

Answer:

Macros are beneficial in many ways as follows:

1. Macro can be used again and again
2. Macro can be copied and distributed to multiple users
3. Macro can serve as a part of a broader solution to a customer requirement that involves both host applications and workstation applications