



# INDIAN SCHOOL AL WADI AL KABIR

<b>Class: XII</b>	<b>Department: Commerce</b>
<b>Worksheet: 01</b>	<b>Employability Skills</b>
	<b>Topic: Chp 3 ICT Skills</b>

## Q.1. Fill in the blanks:

1. To select multiple cells/ ranges together we must press and hold \_\_\_\_\_ key:  
SQP 21-22

- a. Shift
- b. ALT
- c. ENTER

### d. CTRL

2. A rectangular block of contiguous cells, that touch each other, especially along a line in OO Calc is known as \_\_\_\_\_. : SQP 21-22

- a. Cell Reference
- b. Chart

### c. Range

- d. Active Cell

3. Once a shape is inserted in a slide, you can use the \_\_\_\_\_ tab to make changes to the shape, such as colour, size, position, direction, etc.

- A. Layout

### B. Properties

- C. Insert
- D.View

4. Electronic spreadsheets have many options to make your content look neat and easy to read. This is called \_\_\_\_\_

- A. Editing
- B. Template formation
- C. Formulating

### D. Formatting

5. To select cut option from the Edit menu .Which shortcut key to be pressed? SQP 2019-20

a) **CTRL+X**

b) Ctrl+Z

c) CTRL+V

d) none of these

6. Which one out of the following is used as a shortcut to save a presentation? CBSE 2020

(A) Ctrl+Shift+S

(B) Ctrl+V

(C) Shift+S

(D) Ctrl+S

7. What do you need to install on your computer to be able to run Impress?

(a) Google

(b) Microsoft Office

**(c) LibreOffice**

(d) Apple iOS

8. 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

9. 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**

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

a. **row**

b. column

c. spreadsheet

d. word cell

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

a. row

b. column

c. rectangular box

**d. cell**

12. The \_\_\_\_\_ shows the location of the selected cell. a. Located cell

b. Cell

**c. Name box**

d. Name location

13. 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

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

a. spare book

b. spread sheet book

**c. workbook**

d. worksheet

15. 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:

1. **Presentation** software is being widely used to make digital presentations.

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

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

4. Data stored in a **spreadsheet** can be used in calculations, graphical representation, and display of information.
5. 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.
6. **Layout** helps to arrange the slide content in an organised way.

III. Name the software that helps in performing calculations using formulae and in analysing the data.

Ans: Spreadsheet

IV. List down the steps to copy cell content in Spreadsheet.

Ans:

Steps to copy cell content:-

- (i) Select the cell(s) that contains the data you want to copy
- (ii) select the copy option from edit menu
- (iii) click on the cell(s) where you want to paste data
- (iv) Select the paste option from edit menu.

V. I am a spreadsheet program, a part of the free OpenOffice suite. My program is easy to use and contains most of the commonly used features found in commercial spreadsheet programs.

Who am I?

Ans:

OpenOfficeCalc