



INDIAN SCHOOL AL WADI AL KABIR

Class: X	Department: Computer Science
WORKSHEET-7	INFORMATION TECHNOLOGY (402) Part B-Unit 2-Chapter-7 Share and Review a Spreadsheet

A. Multiple choice questions

1. Sharing allows to edit the spreadsheet by

- (a) single user
- (b) different users simultaneously**
- (c) one by one users
- (d) one after other users

2. Sharing spreadsheet feature allows to save the changes in

- (a) multiple sheets**
- (b) user's sheet
- (c) in a same sheet
- (d) in different sheet

3. The Recording Changes feature of LibreOffice Calc provides different ways to record the changes made by _____ in the spreadsheet.

- (a) one user
- (b) other user
- (c) the user
- (d) one or other users**

4. In Calc, the comments are added

- (a) automatically
- (b) by author
- (c) by reviewer
- (d) all of above**

5. The changes by team members in the spreadsheet can be accepted or rejected by

- (a) the team members
- (b) any of the user
- (c) owner**
- (d) other users

B. State whether the following statements are True or False

- 1. Spreadsheet cannot be shared to work with more than one user- **False**
- 2. Some of the features becomes unavailable when the spreadsheet is in shared mode.-**True**
- 3. You can record changes in the spreadsheet when the spreadsheet is opened in shared mode.-**False**
- 4. File menu is used to Record changes for the spreadsheet.-**False**
- 5. You can add a note or suggestion in the spreadsheet using Insert Comment.-**True**
- 6. Formatting comment can be used to change the font colour of the comment.- **False**

C. Fill in the blanks

1. The title bar of the document shows shared along with the filename for the shared mode of the spreadsheet.
2. The shared mode spreadsheet allows many users to access and edit the spreadsheet at the same time.
3. Recording changes automatically turn off the shared mode of a spreadsheet.
4. Click on Edit menu, Track Changes and then select record to record the changes in the spreadsheet.
5. The border color of the changed cell will be red.
6. comment is used to add notes or suggestions to a cell in a spreadsheet.
7. The comment box can be formatted just like formatting the cell contents.

D. Answer the following questions

1. Define the terms

(a) Sharing Spreadsheet

(b) Record changes

Ans.:

(a). Sharing Spreadsheet: Sharing a spreadsheet is just like a teamwork to work in collaboration with other users so that everyone can contribute, make changes and view it.

(b). Record Changes: This feature of LibreOffice Calc provides different ways to record the changes made by one or other users in the spreadsheet. It tracks the records of changes made by users.

2. Write the commands to perform

(a) Sharing Spreadsheet

(b) Record changes

Ans.:

1. Sharing Spreadsheet: Tools > Share Spreadsheet
2. Record **Changes: Edit > Track Changes > Record**

3. Which menu is used to perform the functions

(a) Track Changes

(b) Saving Spreadsheet

Ans.:

1. Track changes: Edit
2. Saving Spreadsheet: File

4. What do you understand by reviewing the changes in the spreadsheet?

Ans.: In reviewing the changes stage owner will go through the changes made by other users to accept or reject them.

5. Differentiate between Merging and Comparing Spreadsheet.

Merging Spreadsheet	Comparing Spreadsheet
It merges all the changes done by multiple users in a one spreadsheet.	It compares the different versions of shared spreadsheets and prompts to accept or reject them.
Merge sheets keep only one set of formatting changes.	Compare sheets displays the comparison of formatting changed by multiple users.