

11th COMPUTER APPLICATIONCHAPTER 7 – OPEN OFFICE CALC – ONE MARKS

1. VisiCalc is the first electronic spreadsheet.
2. VisiCalc is developed in the year 1979.
3. In which year Lotus corporation introduced “Lotus 1-2-3”. 1982.
4. Open Office Calc is a popular open source spreadsheet application maintained by Apache Foundation.
5. AutoSum helps you to add the contents of a cluster of adjacent cells.
6. Auto Fill can also be used to copy functions.
7. AutoFill allows you to quickly fill cells with respective or sequential data.
8. Charts help you in presenting a graphical representation of your data.
9. Functions can be used to create formula to perform complex calculations on data.
10. Calc is one of the components of open office.
11. Top of the window is called as Title bar.
12. The right corner of the title bar is Control Buttons.
13. Below the title bar is the Menu bar.
14. File menu contains the commands of all File management.
15. Edit menu contains the editing commands.
16. Format menu contains the formatting features.
17. Data menu contains the commands to manipulate data.
18. Help menu lists in-built help features available with open office.
19. Tools menu contains spell check.
20. Insert menu contains inserting rows and columns.
21. Tools bar is under the menu bar.
22. How many tools bar available by default? 3.
23. Formula bar is a very important element in a spread sheet.
24. Formatting Tool bar contains frequently used text and cell formatting.
25. Name box displays the current cell address.
26. Function wizard is used for inserting functions.
27. Sum button is used to perform quickly insert sum functions.
28. Input line shows the contents of the current cells.
29. Vertical scroll bar move the screen up and down.
30. Horizontal scroll bar move the screen left and right.
31. Scroll buttons are used to move the screen to the relative distance.
32. Open office calc version 4.1.5 contains 1024 and 10,48,576 rows.
33. In open office calc version 4.1.5 starts with A and ends with AmJ.
34. In Microsoft excel 2016, 16,384 columns are there.
35. In Microsoft excel 2016, columns starts with A and ends with XfD.
36. In Microsoft excel 2016, 10,48,576 rows are there.
37. Intersection of each row ad column makes a box which is called as cell.

38. The cell in which the cell pointer is currently located is known as active cell.
39. Default sheets available in calc is 3.
40. Active sheet tab will appear in white colour.
41. Ctrl button is used to select multiple sheet.
42. How many navigation buttons are there in open office calc? 4.
43. Total count of sheets and the present active sheet number showed in left corner of status bar.
44. To rename of a sheet, just double click on the sheet.
45. Status bar is below the sheet tabs and horizontal scrolling bar.
46. STD - Standard.
47. Ext – Extend.
48. Unsaved worksheets are shown in asterisk(*) symbol.
49. A1 cell is known as Home cell.
50. Tab key is used to move the cell towards right side or forward.
51. Shift+Tab is used to move the cell in left side.
52. Enter key is also used to move the cell.
53. If you enter any number within the bracket, it will be changed as negative number.
54. India uses DD/MM/YYYY date formats.
55. Formula in calc starts with equal =.
56. Combination of values, operators and cell references is called as expressions.
57. Another name for relational operators is comparative operators.
58. Reference operators are used to refer cell ranges.
59. A continuous group of cells is called as range.
60. There are three types of reference operators.
61. Colon symbol is the range reference operator.
62. Tilde symbol is used as a concatenation operator.
63. Intersection operator is used to join two set of groups.
64. The intersection operator is represented by an exclamation.
65. & operator is a text operator which is used to combine two or more text.
66. Joining two different texts is also known as text concatenation.
67. The process of saving a worksheet is file-> save.
68. Ctrl+s is the shortcut key for save the worksheet.
69. Extension for open office calc is .ods
70. Extension for Microsoft excel is .xls
71. Auto save is the open office saves a file at regular intervals.
72. The default time interval is 15 minutes in auto save.
73. Shortcut key for close the worksheet is ctrl+w.
74. Shortcut key for open the worksheet is ctrl+o.
75. Shortcut key for copy the data in worksheet is ctrl+c.
76. Shortcut key for cut the data in worksheet is ctrl+xU.
77. Shortcut key for paste the data in worksheet is ctrl+v.
78. The pasted formula will change according to its row is called relative cell reference

79. The process of copy and paste can be replaced by a click and drag and it is called as auto fill
80. Auto fill is also used to generate a series of values.
81. Linear is to generate a sequence of series.
82. Growth is to generate a multiplication of series.
83. Edit->fill->series command is used to generate series.
84. Manual date calculations can be tricky because you have to keep track of the number of days in the month.
85. A new row can also be inserted using insert->row command.
86. A new column can also be inserted using insert->column command.
87. Insert cells floating toolbar is also used to insert cells, rows and columns.
88. Formatting data in a cell gives additional effect to the text.
89. To display a number as currency form use number format as currency
90. Functions are predefined formulae already available with calc.
91. Function can be inserted by two methods.
92. Shortcut key for currency symbol is ctrl+shift+4.
93. Shortcut key for percent is ctrl+shift+5.
94. Shortcut key for standard is ctrl+shift+6.
95. Shortcut key for center align is ctrl+e
96. Shortcut key for left align is ctrl+l.
97. Shortcut key for right align is ctrl+r.
98. Shortcut key for justify is ctrl+j
99. Shortcut key for function wizard is ctrl+f2
100. Function wizard has two tabs.
101. Function wizard categorized into 11 types.
102. Open office calc provides a chart wizard to create and manipulate charts.
103. To create the chart click insert->chart
104. Chart wizard dialog box has four steps.
105. Database is a repository of collection of related data or fact.
106. A spreadsheet is a flat file database.
107. Sorting is the process of arranging data in ascending or descending.
108. There are two types of sorting in open office calc.
109. Arranging data using single column is known as simple sorting.
110. Sorting data based on more than one field is known as multi sorting.
111. Field is also called as column.
112. Filter is a way of limiting the information that appears on screen.
113. Three types of filters in calc.
114. Auto filter is used only for single criteria on a data.
115. Standard filter is used for multiple criteria to filter.
116. Intersection of every row and column makes a box which is called as cell
117. There are four types' operators supported by calc.
118. Denial Brickin and Bob Frankston developed the first spreadsheet called visicalc.

119. What will be the result from the following formula (assume A1=6,B3=3)?+A1^B3 216
120. A column heading in calc is represents using alphabets
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