INDIAN SCHOOL MUSCAT
CLASS: XI
SENIOR SECTION -2020-21
DEPARTMENT OF COMPUTER SCIENCE

INFORMATION TECHNOLOGY (802)
OPENOFFICE CALC

1. What is a spreadsheet?
2. Write four uses of spreadsheet.
3. What are the most commonly used spreadsheet applications?
4. How to start OpenOffice Calc?
5. What are all the toolbars available in Calc?
6. What is the file extension of a OpenOffice Calc file?
7. What are the various data that can be entered in a cell in a Calc?
8. How to enter data in Calc?
9. How to move data within a spreadsheet?
10. What is autofill feature in a spreadsheet?
11. What do you mean by formatting data?
12. What are the different types of alignment available in Calc?
13. What are gridlines and borders?
14. How will you control the flow of text in a cell?
15. Why is the option 'shrink to fit' used in Calc?