

MCQs Questions

1. Consolidating data means:

- A. Splitting data into many sheets
- B. Combining data from multiple worksheets**
- C. Deleting duplicate data
- D. Sorting data

2. Which menu is used for Consolidation?

- A. Insert
- B. Format
- C. Data**
- D. Tools

3. Which function is commonly used while consolidating sales data?

- A. SUM**
- B. LEFT
- C. MID
- D. LEN

4. Subtotal feature is used to:

- A. Delete data
- B. Calculate totals for groups of data**
- C. Insert pictures
- D. Create charts

5. Before applying Subtotals, data should be:

- A. Hidden
- B. Sorted**
- C. Protected
- D. Deleted

6. Which of the following is NOT a subtotal function?

- A. Sum
- B. Average
- C. Count
- D. Wallpaper**

7. What-If Analysis helps in:

- A. Printing documents
- B. Predicting results after changing values**
- C. Protecting spreadsheets
- D. Formatting cells

8. Hyperlink is used to:

- A. Delete sheets
- B. Jump to another sheet or webpage**
- C. Insert formulas
- D. Merge cells

9. Multiple worksheets are useful because they:

- A. Reduce storage
- B. Organize data better**
- C. Delete formulas
- D. Hide data

10. Which symbol starts every formula in Calc?

- A. #
- B. @
- C. =**
- D. \$

11. Which feature allows data from another worksheet?

- A. Linking**
- B. Sorting
- C. Filtering
- D. Formatting

12. Hyperlinks can connect to:

- A. Another sheet
- B. Website
- C. Document
- D. All of these**

13. Shared spreadsheets are mainly used for:

- A. Games
- B. Collaboration**
- C. Drawing
- D. Animation

14. Track Changes records:

- A. Pictures
- B. All modifications**
- C. Charts
- D. Passwords

15. Which menu contains Track Changes?

- A. Edit**
- B. Insert
- C. Format
- D. View

16. Accept or Reject Changes is used to:

- A. Print file
- B. Review modifications**
- C. Save workbook
- D. Create charts

17. A Macro is:

- A. Spreadsheet
- B. Recorded commands**
- C. Chart
- D. Formula

18. Which menu is used to record a macro?

- A. View
- B. Data
- C. Tools**
- D. Format

19. Macros help to:

- A. Increase typing
- B. Automate repetitive work**
- C. Delete worksheets
- D. Hide columns

20. Which feature combines edits from multiple users?

- A. Merge**
- B. Filter
- C. Sort
- D. Print

21. Linking to external data means connecting with:

- A. Other files or websites**
- B. Printer
- C. Keyboard
- D. Mouse

22. Which feature records user name, date, and time of edits?

- A. Track Changes**
- B. Hyperlink
- C. Consolidation
- D. Macro

23. A student wants to move quickly from the "Index" sheet to the "Marks" sheet.

Which feature should be used?

- A. Hyperlink**
- B. Consolidation
- C. Scenario
- D. Merge

24. Which option is used after Track Changes to finalize edits?

- A. Merge Cells
- B. Accept or Reject Changes**
- C. Save As
- D. Paste Special

25. Which feature helps summarize departmental sales separately?

A. Subtotal

C. Hyperlink

B. Macro

D. Filter

26. Which feature connects one worksheet with another?

A. Linking

C. Validation

B. Sorting

D. Protect Sheet

Competency-Based Questions

27. A school has marks of Class X students stored in four different worksheets. The principal wants a single report showing the total marks.

Which feature should be used?

A. Subtotal

C. Macro

B. Consolidation

D. Hyperlink

28. A company wants to know how profits change if product prices increase by 10%.

Which feature is most suitable?

A. What-If Analysis

C. Merge

B. Hyperlink

D. Macro

29. Three teachers edited the same spreadsheet. The principal wants to know who changed which marks.

Which feature should be used?

A. Hyperlink

C. Scenario

B. Track Changes

D. Filter

Short Questions

Q1. What is Consolidation? Write one advantage of using it.

Answer: Consolidation is the process of combining data from multiple worksheets into a single summary worksheet.

Advantage: It saves time by preparing one combined report from different worksheets.

Q2. Define What-If Analysis. Give one example.

Answer: What-If Analysis is a feature that allows users to change input values to see how the results change automatically.

Example: Changing the selling price of a product to see how the profit changes.

Q3. What is a Subtotal? Why should data be sorted before applying Subtotal?

Answer: A Subtotal calculates totals or summaries for each group of similar data.

Data should be sorted so that similar records are grouped together, allowing Calc to calculate subtotals correctly.

Q4. Differentiate between Total and Subtotal.

Total	Subtotal
Calculates the final total of all data.	Calculates the total for each group of data.
One overall result.	Multiple group-wise results.

Q5. What is a Hyperlink? Mention one use.

Answer: A Hyperlink is a link that connects a cell to another worksheet, file, or webpage.

Use: It allows users to quickly open another worksheet or website.

Q6. What is Track Changes? Mention one advantage.

Answer: Track Changes is a feature that records every modification made in a spreadsheet.

Advantage: It helps identify who made each change and when.

Q7. Write the steps to enable Track Changes.

Answer:

1. Open the spreadsheet.
2. Click Edit → Track Changes → Record.
3. Save the spreadsheet.
4. Make changes; Calc records them automatically.

Q8. What is the purpose of Accept and Reject Changes?

Answer: The Accept option keeps the recorded changes, while the Reject option removes the changes from the spreadsheet after reviewing them.

Q9. What is a Shared Spreadsheet? Why is it useful?

Answer: A Shared Spreadsheet allows multiple users to work on the same spreadsheet.

It is useful because it supports teamwork and collaboration.

Q10. What is Merge Spreadsheet? Why is it required?

Answer: Merge Spreadsheet combines changes made by different users into one spreadsheet.

It is required to keep all updates together in a single document.

Q11. Define Macro. Mention one advantage.

Answer: A Macro is a recorded sequence of commands used to perform repetitive tasks automatically.

Advantage: It saves time by automating repeated tasks.

Q12. Write any two advantages of Macros.

Answer:

1. Saves time by automating repetitive tasks.
2. Reduces human errors.

Q13. Why are Macros useful? Give one example.

Answer: Macros are useful because they automate repetitive tasks and improve productivity.
Example: Automatically formatting a monthly sales report.

Q14. Why is Consolidation useful in schools or offices?

Answer:

1. It combines data from different worksheets into one report.
2. It reduces manual calculations and saves time.

Long Questions

Q1. Explain the process of Consolidating Data in LibreOffice Calc. Also write any two advantages of Consolidation.

Answer: Consolidation is the process of combining data from multiple worksheets into a single summary worksheet.

Steps:

1. Open the spreadsheet.
2. Select the cell where the result will appear.
3. Click Data → Consolidate.
4. Choose a function such as SUM or AVERAGE.
5. Select the source data range.
6. Click Add.
7. Repeat for all worksheets.
8. Click OK.

Advantages:

- Combines data from multiple worksheets into one report.
- Saves time and reduces manual calculations.

Q2. What is What-If Analysis? Explain its importance with a suitable example.

Answer: What-If Analysis is a feature used to change input values and observe how the results change automatically.

Importance:

- Helps in future planning.
- Supports decision-making.
- Saves time.
- Useful for budgeting and forecasting.

Example: If the selling price changes from ₹500 to ₹600, the profit is automatically recalculated.

Q3. Explain the Subtotal feature in LibreOffice Calc. Write the steps to calculate Subtotals.

Answer: A Subtotal calculates totals for each group of similar data.

Steps:

1. Sort the data.
2. Select the data table.
3. Click Data → Subtotals.
4. Select the grouping column.
5. Choose the function (SUM, COUNT, etc.).
6. Select the column to calculate.
7. Click OK.

Advantages:

- Automatically calculates group-wise totals.
- Makes reports easier to understand.

Q4. What is a Hyperlink? Explain the steps to create a hyperlink in LibreOffice Calc.

Answer: A **Hyperlink** connects a worksheet to another sheet, file, or webpage.

Steps:

1. Select the required cell.
2. Click **Insert → Hyperlink**.
3. Choose the hyperlink type.
4. Enter the destination.
5. Click **Apply** and then **Close**.

Advantages:

- Quick navigation.
- Saves time.
- Improves accessibility.

Q5. Explain Shared Spreadsheet. Write the steps to share a spreadsheet.

Answer

A **Shared Spreadsheet** allows multiple users to edit the same spreadsheet.

Steps:

1. Open the spreadsheet.
2. Click **Tools → Share Spreadsheet**.
3. Enable sharing.
4. Save the spreadsheet.

Advantages:

- Supports teamwork.
- Allows multiple users to work together.

- Improves collaboration.

Q6. What is Track Changes? Explain how to record and review changes in a spreadsheet.

Answer: **Track Changes** records every modification made in a spreadsheet.

Steps:

1. Open the spreadsheet.
2. Click **Edit → Track Changes → Record**.
3. Save the file.
4. Make changes.
5. Click **Edit → Track Changes → Show** to view changes.
6. Click **Edit → Track Changes → Accept or Reject** to review the changes.

Advantages:

- Records all edits.
- Shows user name, date, and time.
- Helps review modifications before finalizing.

Q7. What is a Macro? Explain the steps to create and run a Macro. (5 Marks)

Answer: A **Macro** is a recorded sequence of commands used to automate repetitive tasks.

Steps to Create:

1. Click **Tools → Macros → Record Macro**.
2. Perform the required actions.
3. Click **Stop Recording**.
4. Save the macro.

Steps to Run:

1. Click **Tools → Macros → Run Macro**.
2. Select the macro.
3. Click **Run**.

Advantages:

- Saves time.
- Reduces human errors.
- Increases productivity.