

## UNIT 4: ELECTRONIC SPREADSHEET

### Questions and Answers

**Q1. Name any two spreadsheet softwares.**

**A1.** The two spreadsheet softwares are:

- i. Libre Office – Calc
- ii. MS Excel

**Q2. What is the extension of libre office Calc file and ms Excel file?**

**A2.** Ms Excel - .xlsx or .xls  
Libre office Calc - .ods

**Q3. What is a worksheet?**

**A3.** The worksheet in Calc is also referred to as spreadsheet. The spreadsheet can have many sheets. Each sheet can have many individual cells arranged in rows and columns. The sheet tab shows its default name as Sheet1, Sheet2, Sheet3, ....

**Q4. What is the difference between Rows and Columns?**

**A4.** The sheet is divided into vertical columns and horizontal rows. The rows are numbered as 1,2,3,4,... and columns are numbered as *A, B, C, D, ..., Z*,

**Q5. What is the difference between cell and cell address?**

**A5.** The intersection of a row and column is called a cell. It is the basic element of a spreadsheet. It holds data, such as text, numbers, formulas and so on. A cell address is denoted by its column (letter) and row

number. For example, D4, E9, Z89 are the valid example of cell address.

### **Q6. What is an Active cell?**

**A6.** In a spreadsheet, cell is the place where we enter the data. The selected or activated cell is called as active cell.

### **Q7. What are the different type of operators used in Libre office Calc?**

**A7.**

**Operators** are symbols used in a formula to define the relationship between two or more cell references, or between two or more values. Below are some operators used in Libre Office Calc:

| <b>Operator</b>    | <b>Formula</b> | <b>Result</b> |
|--------------------|----------------|---------------|
| Addition (+)       | = 23+ 6        | 29            |
| Subtraction        | = 0 – 6        | - 6           |
| Multiplication (*) | = 9*6          | 54            |
| Division (/)       | = 88/8         | 11            |
| Exponentiation (^) | = 2 ^ 5        | 32            |

### **Q8. Define Relative referencing, Mixed referencing and Absolute referencing.**

**A8.**

- a) **Relative referencing:** When we drag the formula downwards in columns, the row number of the cell address gets one added. In the same way, when you drag the formula horizontally from the left to the right column, the column name of the cell address is added on to the next column letter.
- b) **Mixed referencing:** As we have seen, when we drag the formula, row number or column name get change in relative reference. To overcome this

problem , In **Mixed Referencing**, the \$ sign is used before row number or column name to make it constant. For example **H2+C\$14** (To make row 14 constant) **or H2+\$C14** (To make column C constant)

**c) Absolute referencing:** In Absolute referencing, a \$ symbol is used before the column name as well as row number to make it constant in any formula. For example, **\$C\$12**, **\$D\$5**, etc. In this case, even if you drag your formula in any direction, the cell name remains constant.

## **Q9. What are the advantages of using Chart in Libre Office Calc?**

**A9.** Advantages of using Chart in Libre Office Calc are as follows:

- a) It is much easier to understand.
- b) With the help of a chart, data and information can be presented in an attractive manner.
- c) A chart is more impressive and informative

**Q10. Based on the given table answer the following questions:**

|    | A       | B | C |
|----|---------|---|---|
| 1  |         | 4 |   |
| 2  |         | 8 |   |
| 3  |         | 7 |   |
| 4  |         | 3 |   |
| 5  |         | 9 |   |
| 6  |         |   |   |
| 7  | sum     |   |   |
| 8  | average |   |   |
| 9  | max     |   |   |
| 10 | min     |   |   |
| 11 | count   |   |   |
| 12 |         |   |   |

- i) Write the formula to calculate the **sum** of cell B1 to B5 and display the result in cell B7.
- ii) Write the formula to calculate the **average** of cell B1 to B5 and display the result in cell B8.
- iii) Write the formula to find the **largest** no. from cell B1 to B5 and display the result in cell B9.
- iv) Write the formula to find the **smallest** no. from cell B1 to B5 and display the result in cell B10.
- v) Write the formula to **count** the no. of elements in cell B1 to B5 and display the result in cell B11.

**A10.**

- i) Click on cell B7 and type =SUM(B1:B5)
- ii) Click on cell B8 and type  
=AVERAGE(B1:B5)
- iii) Click on cell B9 and type =MAX(B1:B5)
- iv) Click on cell B10 and type =MIN(B1:B5)
- v) Click on cell B11 and type  
=COUNT(B1:B5)