

Chapter 1 Enter formulas in cells

Q1 How can you start typing a formula?

Ans In the spreadsheet file the formula starts with the equal sign (=) the function which one number is used should keep the mind that any formula or function which is accepted is valid until it has error of equal to at startings.

Q2 Where can you find subtotal & grand total of the column?

Ans There office Calc provides a feature of finding subtotal & grand total of the column which is useful while creating reports. When we have similar type of data in a column, we can find subtotal & then the grand total of the column.

Q3 How can you copy the formula in other cells?

Ans Calc provides two options to copy the formula to other cell:

i) when it is copied in the adjacent cells

step 1. Keep the mouse pointer at the bottom right corner of the cell where formula the user wants to copy.

step 2. Drag over the range from & to which one want to copy formula. The formula is now copied on the behalf of the value in the particular cell.

(ii) When the formula is to be copied to some other range in the worksheet. Following are the steps to do so:-

Step 1 Copy the formula by selecting formula & right click & then select copy from the option

Step 2 select the range to which we want to copy.

Step 3 Right click & select paste special ^{option} from the option

Step 4 select formula. The formula is now copied & pasted to the selected range.

Q.4. Can you rename your worksheet? How?
Yes, we can rename our worksheet by

following these steps:-

Step (i) Right click the sheet which one wants to rename.

Step (ii) A dialog box appears in which we need to type the name one wants to give to the worksheet.

Q.5. How can help you in working with data from different sources?

Ans 5. Data helps us to collect data from different worksheets & put them on a single worksheet. Data gives us feature for collecting data from different sources & putting them together which is called consolidating data.

Q.6. Give steps to share a file.

Ans 6. Following are the steps to share a file:-

Step 1) Click Tools → share spreadsheet to open share document dialog box.

Step 2) select the share this spreadsheet with the users option.

Step 3) Click OK to share the spreadsheet.

* If the file is not saved, Calc asks us to save it before sharing.

Step 4) So, click the Yes option. The word shared will appear after the filename in the Title Bar.

Q.7 Can you link spreadsheets only?

Ans 7 It is not necessary to link to a spreadsheet only. We can link to any file type, including text, pdf, presentation, image etc.

Following are the steps to do so:-

1. Click on the cell where you want to create link.
2. Click Insert → Hyperlink to open Hyperlink dialog box.
3. Click on document icon in the left pane.
4. Click on the Open Folder icon. This opens the Open Dialog box.
5. Browse for the file one wants to link to & click open button to get the document

path value.

6. Click Apply & then OK button.

7. To link a page on the web, enter the webpage address in the URL box.

Q.8. What do you understand by consolidating data? Discuss.

Ans 8 Calc helps us to collect data from different worksheets & put them on a single worksheet. Collecting data from different sources and putting them together or to calculate them together on one sheet is called consolidating data. Calc gives us the tools necessary for either calculation or collecting data from different sheets into one.

Q.9 What do you understand by linking worksheets?

Ans 9 When we create formulas, it is not necessary that we have to use cells of the same sheet as the reference. We can use data of other sheets to create formula as well. Calc provides us the option to link the cells from various sheets & we look to summarize data from different

sources. we can create formula to link data from several sheets and keep the information update without editing multiple locations every time the data changes.

Q.10. Differentiate between absolute referencing & relative referencing?

Ans: Absolute cell referencing:- Absolute cell reference is used when we do not want to change the address of the cell on copying the formula to another cell. For this purpose, we add \$ dollar sign before the column letter & row number. eg. = \$A\$1 + \$A\$2

(ii) Relative cell reference:- When we create a formula, references to a cell or cell range are usually based on the position relative to the cell. When we copy or move a formula to other cells, the cell reference automatically changes. eg. = A1 + A2

Q.11. What is cell reference? How many types of cell references are used in worksheets?

Ans: The address of a cell are known as cell reference. It is formed by the combination of column letter & row number of the

cell. There are three types of cell reference:-

- (i) Absolute cell reference
- (ii) Relative cell reference
- (iii) Mixed cell reference

Q.12. What is cell range?

Ans: When group of cells in adjacent way are to be referenced are called as cell range. eg. A1:C5 specifies the group of cells from cell A1 to C5