

UNIT 2 – ELECTRONIC SPREADSHEET (Advanced) (LibreOffice Calc)

10 Multiple Choice Questions (MCQs)

1. What is the use of **Goal Seek** in LibreOffice Calc?
 - (a) To create charts
 - (b) To find the input value for a desired result ✓
 - (c) To hide data
 - (d) To print data
2. The main purpose of **Scenario Manager** is:
 - (a) To delete data
 - (b) To analyze different possible situations ✓
 - (c) To create graphics
 - (d) To remove formulas
3. What is a **Macro** in LibreOffice Calc?
 - (a) Deletes data
 - (b) Automates repetitive tasks ✓
 - (c) Changes print settings
 - (d) Locks cells
4. Which command is used to add a new sheet?
 - (a) Insert Sheet ✓
 - (b) Delete Sheet
 - (c) Merge Cell
 - (d) Page Setup
5. The **Data Consolidation** feature is used for:
 - (a) Combining or summarizing data ✓
 - (b) Locking cells
 - (c) Creating charts
 - (d) Removing sheets
6. Shortcut key to open **Macro Editor** in Calc is:
 - (a) Alt + F9
 - (b) Ctrl + Shift + M
 - (c) Alt + F11 ✓
 - (d) Ctrl + M
7. In Goal Seek, “Set Cell” means:
 - (a) The cell whose value is to be changed
 - (b) The cell where the desired result is required ✓

- (c) A new sheet
 - (d) None of these
8. What is the main purpose of **Linking Data**?
- (a) To copy data
 - (b) To connect data from another sheet or file ✓
 - (c) To remove formulas
 - (d) To delete data
9. **What-if Analysis** is used for:
- (a) Database management
 - (b) Viewing possible outcomes by changing input values ✓
 - (c) Networking
 - (d) Document formatting
10. The **Share Document** option is used when:
- (a) To lock the file
 - (b) To allow multiple users to edit simultaneously ✓
 - (c) To hide a sheet
 - (d) To save the file

10 Short Question and Answers

1. **What is Scenario Manager?**
→ It is a tool used to analyze different situations (“what-if” analysis) by changing input values and observing results.
2. **When is Goal Seek used?**
→ When the desired result is known but the input value is unknown.
3. **What is a Macro?**
→ A Macro automates repetitive tasks by recording and replaying them automatically.
4. **What is the use of Linking Spreadsheet Data?**
→ It connects data between multiple sheets or files so that changes update automatically.
5. **What does the Share and Review feature do?**
→ It allows multiple users to work and review the same spreadsheet simultaneously.
6. **What is Data Consolidation?**
→ Combining data from multiple sheets or files into one summary sheet.
7. **Define What-if Analysis.**
→ A method of changing input values to see possible outputs or results.
8. **How do you record a Macro?**
→ Tools → Macros → Record Macro → Perform actions → Stop Recording → Save.
9. **What is an External Link in a spreadsheet?**
→ It is a link that connects data from another external file.

10. What is the use of Track Changes in Calc?

→ It tracks and displays edits made by different users for review.

10 Long Question and Answers

1. What is Scenario Manager? Explain its use.

Answer:

Scenario Manager is a part of *What-if Analysis* in Calc. It allows users to create and compare different data sets (scenarios) to see how changing input values affects results.

Steps:

1. Go to **Data → Scenario Manager**.
 2. Select cells to change.
 3. Enter values for each scenario.
 4. Compare the results of different scenarios.
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2. Explain the use of the Goal Seek feature.

Answer:

Goal Seek is used when the output (result) is known but the input is not. Calc changes the input automatically to reach the target output.

Steps:

1. Go to **Data → Goal Seek**.
 2. In "Set Cell," choose the formula cell.
 3. In "To Value," enter the desired result.
 4. In "By Changing Cell," select the input cell.
 5. Click **OK** – Calc finds the correct input value.
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3. What is a Macro? How is it created and executed?

Answer:

A **Macro** is a recorded set of actions that automates repetitive tasks.

Steps to Create:

1. Tools → Macros → Record Macro.
2. Perform required actions.
3. Stop Recording → Give a name → Save.

To Run:

Tools → Macros → Run Macro → Select → Run.

4. Explain Data Consolidation and its use.

Answer:

Data Consolidation is used to combine data from multiple sheets or files into one.

Steps:

1. Data → Consolidate.
2. Select the data ranges.

3. Choose function (Sum, Average, etc.).
4. Click OK → Consolidated result will appear.

5. Explain the process of Linking Spreadsheet Data.

Answer:

Linking allows one spreadsheet to use data from another file. When the source file changes, linked data updates automatically.

Steps:

1. File → Insert Sheet from File.
2. Select the file and enable **Link option**.
3. Linked data appears in the new sheet.

6. Write the advantages and limitations of Macros.

Answer:

Advantages:

- Saves time and effort.
- Reduces human error.
- Automates repetitive tasks.

Limitations:

- Complex for beginners.
- May pose security risks if not managed properly.

7. Explain What-if Analysis with an example.

Answer:

What-if Analysis helps predict outcomes by changing input values.

Example: To calculate profit, if we change selling price or cost, we can see how profit changes using Goal Seek or Scenario Manager.

8. Why is the Share and Review Spreadsheet feature important?

Answer:

It allows multiple users to collaborate on the same file.

Benefits:

- Real-time teamwork.
- Easy review with Track Changes.
- Efficient data management.

Steps:

File → Share Spreadsheet → Allow multiple users → Save.

9. What is Macro Security? How is it managed?

Answer:

Macro Security protects against malicious macros that may harm the system.

Steps:

1. Tools → Options → LibreOffice → Security → Macro Security.
 2. Choose security level (Low/Medium/High).
 3. Click OK to apply.
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10. Explain Collaborative Editing in LibreOffice Calc.

Answer:

Collaborative editing allows multiple users to edit the same spreadsheet simultaneously.

Steps:

1. File → Share Spreadsheet.
2. Enable “Allow multiple users to make changes simultaneously.”
3. Save and share the file.

Result: All users can work together and review changes easily.