

CLASS 9 IT UNIT 4 – ELECTRONIC SPREADSHEET

★ A. MULTIPLE CHOICE QUESTIONS — WITH ANSWERS

1. Which technique allows only date value in a cell?

Answer: (d) Data validation

2. Which option deletes all data validation?

Answer: (b) Delete all

3. Replace multiple occurrences of a word using?

Answer: (a) Find and replace

4. Mechanism to arrange data in order?

Answer: (a) Sorting

5. Mechanism to filter unnecessary data?

Answer: (c) Filtering

6. Calc refers to which type of package?

Answer: (a) Spreadsheet

7. Extension of worksheet created in Calc?

Answer: (a) .ods

8. How to calculate total of values in a column?

Answer: (d) By sum function

9. Moving a formula cell changes reference?

Answer: (a) The cell row and columns are changed at destination.

10. Correct way to enter a function in Calc?

Answer: (c) Both (a) and (b)

11. A function should start with?

Answer: (a) '=' sign

12. Option used to print a chart?

Answer: (c) File → Print

13. How many axes do charts have?

Answer: (c) Two or three

14. Chart preview can be seen in?

Answer: (b) Chart preview

☒ B. FILL IN THE BLANKS — WITH ANSWERS

1. Column next to “Z” is _____.

Answer: AA

2. Default extension of Calc workbook is _____.

Answer: .ods

3. Spreadsheet feature to continue series is _____.

Answer: AutoFill

4. =MIN(C1:C5) copied to D6 becomes _____.

Answer: =MIN(D1:D5)

5. =B2+C3 copied to C2 becomes _____.

Answer: =D2+E3

6. 9th column & 8th row cell address is _____.

Answer: I8

7. \$A1\$B2 is an example of _____.

Answer: mixed referencing

8. Numbers entered are automatically _____ aligned.

Answer: right

9. =Average(A1:A5;60) displays _____.

A1–A5 = 16, 10, 3, 25, 6 → sum = 60 Average(60, 60) = $120 \div 2 = 60$ Answer: 60

10. In _____ referencing, reference changes automatically.

Answer: relative referencing

☒ C. TRUE / FALSE — WITH ANSWERS

1. A cell is a combination of row and column.

Answer: True

2. A spreadsheet is also called worksheet.

Answer: True

3. There are ‘n’ number of sheets in a spreadsheet.

Answer: True

4. Column width and row height can be changed.

Answer: True

5. \$A1\$B2 is mixed referencing.

Answer: True

☒ D. SOLVE THE FOLLOWING — WITH ANSWERS

1. $A1 = 10, B1 = 5$. Formula: $=A1 + B12^3$ *

$2^3 = 8$ $B18 = 58 = 40$ $A1 + 40 = 10 + 40 = 50$ Answer: 50

2. $A1 = 5, B1 = -25, C1 = 30, D1 = -35$. Formula: $=\text{MIN}(A1:D1)$

Minimum value = -35 Answer: -35

3. D5 contains $=\$B\$5 + C5$, copied to E5

$\$B\5 stays same (absolute), C5 becomes D5 Answer: $=\$B\$5 + D5$

4. D5 contains $=\$B5 + C5$, copied to E5

$\$B5 \rightarrow \$B5$ (column fixed, row relative $\rightarrow$ row stays 5) $C5 \rightarrow D5$ Answer: $=\$B5 + D5$

5. D5 contains $=\$B5 + C\5 , copied to E6

$\$B5 \rightarrow \$B6$ (row changes) $C\$5 \rightarrow C\5 (column relative? No, column C stays, row 5 fixed)

Answer: $=\$B6 + C\5

☒ E. SHORT ANSWER QUESTIONS — WITH ANSWERS (50 words)

1. Document created in spreadsheet is called?

Answer: A spreadsheet document is called a workbook, containing multiple worksheets.

2. Steps to create a new spreadsheet

Answer: Open Calc $\rightarrow$ Click File $\rightarrow$ New $\rightarrow$ Spreadsheet. A blank worksheet appears where you can enter data.

3. Difference between spreadsheet, worksheet, sheet

Answer: Spreadsheet = entire file (workbook). Worksheet = single page inside spreadsheet. Sheet = another name for worksheet.

4. Default name of worksheet & renaming

Answer: Default name is Sheet1. Rename by right-clicking sheet tab $\rightarrow$ Rename Sheet.

5. Steps to insert & delete worksheet

Answer: Insert: Sheet → Insert Sheet. Delete: Right-click sheet tab → Delete Sheet.

6. What is active cell? How to delete contents?

Answer: Active cell is the currently selected cell. Delete contents using Delete key.

7. Relative & absolute cell address

Answer: Relative changes when copied (A1 → B1). Absolute remains fixed (\$A\$1).

8. Two operations on data

Answer: Sorting arranges data; Filtering hides unwanted data.

9. How formulae work?

Answer: Formulae perform calculations using cell references. They update automatically when data changes.

10. More than one mathematical operator?

Answer: Yes, formulas can include +, -, *, /, ^ together.

11. Make toolbar visible

Answer: View → Toolbars → Select desired toolbar.

12. Three mathematical functions (syntax + example)

SUM(range) → SUM(A1:A5)

PRODUCT(range) → PRODUCT(A1:A3)

POWER(number, power) → POWER(2,3)

13. Three statistical functions

AVERAGE(range) → AVERAGE(A1:A5)

MAX(range) → MAX(A1:A5)

MIN(range) → MIN(A1:A5)

14. Three decision-making functions

IF(condition, true, false) → IF(A1>10,"Yes","No")

COUNTIF(range, condition) → COUNTIF(A1:A5,">10")

SUMIF(range, condition) → SUMIF(A1:A5,">10")

15. Three date & time functions

TODAY() → TODAY()

NOW() → NOW()

DAY(date) → DAY("2024-01-01")

16. Three logical functions

AND(condition1, condition2) → AND(A1>5, B1<10)

OR(condition1, condition2) → OR(A1=5, B1=5)

NOT(condition) → NOT(A1>10)

17. Three string functions

LEN(text) → LEN("Hello")

LOWER(text) → LOWER("HELLO")

UPPER(text) → UPPER("hello")

18. Advantages of drawing chart

Answer: Charts show data visually, make comparison easy, highlight trends, and improve understanding.

19. Types of charts (one-line each)

Bar chart – compares values Line chart – shows trends Pie chart – shows proportions

Area chart – shows cumulative values Scatter chart – shows relationships

20. Steps to insert chart

Insert → Chart → Select data range → Choose chart type → Finish.

21. Five components of a chart

Title – chart heading Legend – identifies data series Axes – X & Y lines Data series – plotted values Gridlines – help reading values