Unit-2 Electronic Spreadsheet

Fillups:

1. **.ods** is the extension of electronic Spreadsheet (CALC).
2. At the bottom of each worksheet window is a small tab that indicates the **name** of the worksheets in the workbook.
3. A **cell reference** refers to a cell or a range of cells on a worksheet and can be used to find the values or data that you want formula to calculate.
4. Spreadsheet software allows the user to share the workbook and place it in the **Network** location where several users can access.
5. Spreadsheet software can find the changes by **Comparing** Sheets.
6. Macros are useful to **repeat** a task the same way over and over again
7. Data Consolidation allows you to gather data from different worksheets into a master worksheet
8. Consolidate option is available under **Data** menu
9 We can consolidate data by both **Row Label and Column Label**
10. If you select **Link to source data** then any values modified in the source range are automatically updated in the target range.
11 In Subtotals we can select up to **3 groups** of arrays.
12. We can shift from one scenario to another by **Navigator**
13 **Scenario** is suitable to calculate the effect of different interest rates on an investment.

14. **Solver** is more elaborate form of Goal Seek.
15. If you have two spreadsheets in the same folder linked to each other and you move the entire folder to a new location, **a relative hyperlink** will Work.

16. Suman and her friends wants to work together in a spreadsheet. They can do so by **Sharing Workbook**

17. Any cells modified by the other user in shared worksheet are shown with a **Red border.**
18. A deleted column or row in shared worksheet is marked by a **heavy colored bar.**
19.Record Changes feature of Calc help **Authors and other reviewers to know which cells were edited.**

20. Cell Formatting is not recorded in shared worksheet?

21.Edited worksheet can be compared with the original worksheet by selecting. **Edit –> Compare Document**

Session-1 Analyze Data using scenarios and Goal Seek

1Q. What is Consolidating data?

Answer – The Data Consolidation tool summarises data from multiple worksheets or workbooks into a single worksheet that you can simply update. Consolidate has a graphical interface for copying data from one set of cells to another and then performing one of a dozen operations on it. Consolidation allows the contents of cells from many sheets to be consolidated in one location.

2Q. What is Subtotal?

Answer – SUBTOTAL: totals/adds data in an array—that is, a collection of cells with column and/or row labels. You can choose arrays and then apply a statistical function (sum, average, max, min) to them using the Subtotals dialogue. To maximise efficiency, a function can be applied to up to three sets of arrays.

3Q. What is What-if Analysis with its uses?

Ans: What-If analysis is the process of determining the effects on outcomes in a spreadsheet calculation through systematic changes in the input.

It is useful of analysis different input values and their impacts on the outcome. This way, one can take better decision based on different inputs and their outcomes.

What-If tools available in CALC are:- Scenario, Goal Seek, Solver

4Q. What is Goal Seek?

Answer – The word "goal seeking" refers to the act of determining your input value based on a previously determined output value. The method entails the use of a certain operator in a formula that may be calculated with computer software.

Example: Set Cell: This specifies the cell whose value will be changed to the desired value after the Goal Seek operation is completed.

For example, Jack received a 25 out of 30 in English and a 22 out of 30 in Math. In order to calculate the score in IT, he needs to acquire an overall score of 85 percent. As a result, a goal has been established, and according to it, Jack will discover one unknown variable, IT marks.

5Q. What is Scenario?

Answer – Scenarios are a tool to test "what-if" questions. Each scenario is given a unique name and can be changed and presented independently. Only the content of the currently active scenario is printed when you print the spreadsheet. A scenario is essentially a set of saved cell values that you may use in your calculations.

Using the Navigator or a dropdown list displayed beside the changing cells, you may simply switch between these sets.

6 Q. Give some example situations, where what-if analysis is useful?
Answer – For proposing different budgets based on revenue.
For predicting the future values based on the given historical values.

7 Q. What is Solver?
Answer – The Solver option in the Tools menu is essentially a more advanced version of Goal Seek. The Solver, on the other hand, deals with equations involving several unknown variables. It is meant to minimise or maximise the result based on a set of rules that you specify.

Session-2 Link Data and Spreadsheets

8 Q. What is the need of using multiple sheets in a workbook?
Ans: Multiple sheets help keep information organised in a workbook. Different data can be stored in separate sheets for a better.

9Q. What are the two ways of referencing cells in other worksheets?
Ans. Two ways to reference cells in other sheets: by entering the formula directly using the keyboard or by using the mouse.

10Q.Describe the different types of hyperlink.
Ans: **Relative Hyperlink;** A relative hyperlink is a link that contains an address, which is relative to the address of the output file(destination file). It holds a partial address.
 Absolute Hyperlink: An absolute hyperlink is a hyperlink that contains the full address of the destination file or web page.

11Q. Differentiate between relative and absolute hyperlinks.
Answer – Hyperlinks can be used in Calc to jump to a different location from within a spreadsheet. An absolute link will stop working only if the target is moved.
A relative link will stop working only if the start and target locations change relative to each other. For instance, if you have two spreadsheets in the same folder linked to each other and you move the entire folder to a new location, a relative hyperlink will not break.

12Q. How can we rename a worksheet in Spreadsheet?

Answer – You can rename a worksheet in three different ways, with the only difference being how you begin the renaming process. You can choose from the following options:

Select one of the existing worksheet names with a double-click.

Right-click an existing worksheet name, then select Rename from the Context menu that appears.

Select the worksheet you want to rename (by clicking on the worksheet tab), then choose Sheet from the Format menu. This brings up a submenu, from which you should choose Rename.

13Q. You want to add a link to one of the three tables in an HTML file(result.html). How would you do it in CALC?

Ans: Open the sheet where this link is to be entered.

Click command Insert -> Link to External Data.

Browse the HTML file, i.e. result.html.

Choose one of the tables of the loaded HTML file.

14Q. Describe the Linking to External Data.

Ans: We can insert tables from HTML documents and data located within name range.

Perform the below mentioned steps to hyperlink an external data file.

Step-1: Open the Calc worksheet where data is to be inserted.

Step-2: Select the cell and choose Insert -> Link to External Data.

Step-3: On the External Data dialog box, type the address of the source worksheet and press Enter to load the list of available tables.

Step-4: In available tables, select the names ranges or tables you want to insert.

Step-5: Click OK to close this dialog and insert the linked data.

Session -3 Sharing Worksheet Data

15Q. What is the purpose of adding comments?

Answer – Comments from reviewers and authors can be added to explain their changes.

16Q. How can we add comments to the changes made?

Answer – To add a remark to a modification, use the following syntax:

1.Make the necessary changes to the spreadsheet.

2. Select the cell that has been changed.

3. Select Edit > Changes > Comments from the drop-down menu. The following dialogue box appears. Calc's automatically added comment displays in the title bar of this dialogue and is not editable.

4. Click OK after typing your own comment.

You can see the comment by hovering mouse pointer on it.

17Q. What is the advantage of sharing worksheet data?

Answer –

Enhance the speed of data entering because many users can work on it simuntaneously.

To facilitate collaboration, make things easy.

18 Q. Explain features and use of Record changes.
Answer – Calc offers a feature that allows you to keep track of what data was modified, when it was updated, who performed the modification, and which cell it happened in.
A coloured border appears around a cell where changes were made, with a dot in the upper left-hand corner. Other reviewers will easily notice which cells have been changed. A strong coloured bar indicates a deleted column or row.

19 Q. Explain features of accepting or rejecting changes.
Answer – The beauty of the recording changes mechanism becomes apparent when you receive a worksheet with changes. You can now go through each change like the original author and decide how to proceed. To get started, do the following:
1. Open the worksheet that has been changed.
2. Select Edit > Changes > Accept or Reject from the drop-down menu. The dialogue box displayed below will appear.
3. Calc goes through each modification one by one. As you go through the process, you can accept or reject each adjustment. If you wish to, you can also pick Accept all and reject all.

Session- 4 Create and use Macros in Spreadsheet

20 Q. What are Macros? How can we record a Macro?
Answer – When the same set of operations must be completed repeatedly, such as formatting or applying a similar formula to a similar piece of data, macros can save time. Macros are useful when same set of keystrokes/actions/tasks are to be repeated. It can be used to name and track a sequence of events.
To record a macro, follow these steps:
1. Input data
2. Before performing any operation, go to tools->macro->record macro.
3. Now repeat the motion you just did.
4. Select "Stop Recording" from the drop-down menu. Now save the macro by giving it a name.

21 Q: What is Data Sorting with steps?
Ans: Data sorting is any process that involves arranging the data into some meaningful order to make it easier to understand, analyze or visualize. The steps to sort the data are:
1. Select a cell within the data.
2. Select Home > Sort & Filter. Or, select Data > Sort.
3. Select an option: Sort A to Z - sorts the selected column in an ascending order. Sort Z to A - sorts the selected column in a descending order.