Q.1 : What is the by default name of a presentation made in LibreOffice?

a) Shw1

b) Slide1

c) Untitled1

d) Presentation1

Q.2. Which company owns LibreOffice?

a) Apple

b) Microsoft

c) The document foundation

d) All of the above

Q.3 Undo, cut, copy and paste are commands.

a) File

b) Edit

c) Styles

d) View

Q.4 Which shortcut key do we use to edit a cell?

a) F1

b) F2

c) F3

d) F4

Q5. Differentiate between standard toolbar and formatting toolbar.

Standard Toolbar: The Standard toolbar has common activities such as creating a new document, opening and existing one, cut, copy, paste, printing, spell checking and others. Formatting Toolbar: The Formatting toolbar has all of the formatting activites, like bold, italics, underline, font, font size, colours, left alignment, centred, right justified and others.

Q6. How many types of data is used in MS Excel?

ANS. Data is entered in cells in a worksheet which is used for calculation and for label in a table. There are four types of data in spreadsheet.

1) Numeric Data: Number (0 -9) comes under numeric data which is aligned toward right side of the cell. Numeric data is called operand in a formula.

2) Text Data: Alphanumeric data in which letters, space, and digits come in this category. Text data is aligned at left side in a cell.

3) Data & Time: Data and time are values which can be added and subtracted in a worksheet. They are aligned at right side in a cell.

4) Formula: A formula is an arithmetic expression which performs calculation. It has operands and operator and it always begin with equal to (=) sign.

Q7. What are the common errors in MS Excel?

Errors	Reasons
####	Value wider than cell
#VALUE	Wrong Operand
#NAME	Doesn't recognize text in formula
#NUM	Problem with number in formula
#REF!	Wrong cell reference
#DUV/0!	Division by Zero in formula

Q8. How will you count the total words of a document?

Ans. When you type a word in a document, LibreOffice Writer counts the number of pages and words for you. The page number and text are displayed in the document's status bar. If you want to count only some text of your document. Select the text. To display count characters without spaces, double click the word count in the status bar or choose tools – word count.

Q9. What is the default extension assigned to the document in Writer when you save it? Write down the steps to save the document to Microsoft Word document?

Ans. Documents can be opened, created, and saved. All common file types are well-supported by Writer. Writer utilizes the ODF format, which has the file extension .odt, by default.

You can save the document in Microsoft Word using following steps –

Step 1 – Click on file menu

Step 2 – Choose save option or CTRL+S

Step 3 – select the location where you want to save file

Step 4 – Write a file name

Step 5 – Click on Save