BCM SCHOOL BASANT AVENUE, DUGRI ROAD, LUDHIANA
CLASS: X
Unit 2: Electronic Spreadsheet (Advanced)
SUBJECT:IT 402(ASSIGNMENT)

1. _____ refers to cell G5 of sheet named My Sheet.
   (a) $My Sheet.'G5' (b) $My Sheet_'G5' (c) $ 'MySheet'.G5 (d) $ 'MySheet'_G5
2. What is the purpose of adding comments?
3. . _____series of worksheets or workbooks summarizes it into a single worksheet.
   a. Multiple Data   b. Data Consolidation
   c. Scenarios   d. Goal Seek
4. Scenarios are a tool to test questions.
   a. Auto   b. Goal Seek   c. What-if   d. Drop Down
5. An _____ link will stop working only if the target is moved while a_____ link will stop working only if the start and target locations change relative to each other.
   a. absolute, fixed
   b. Relative, Absolute
   c. absolute, relative
   d. permanent, absolute
6. A _____ 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.
7. What is the advantage of sharing worksheet data?
8. What are macros? How can we record a macro?
9. Explain four types of hyperlinks that can be applied in spreadsheet.
10. **Assertion(A):** Subtotal creates a hieracrchy of groups, known as an outline.
    Reason(R): The last number displays both subtotals and individual values in the outline symbol.
    A. Both A and R are true and R is the correct explanation of A.
    B. Both A and R are true but R is not the correct explanation of A.
    C. A is true but R is false.
    D. A is false but R is true.