

BCM SCHOOL BASANT AVENUE, DUGRI ROAD, LUDHIANA

CLASS: X

Unit 2: Electronic Spreadsheet (Advanced)

Subject:IT 402 (ASSIGNMENT) Answer Key

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 **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.
7. What is the advantage of sharing worksheet data?
Answer – Enhance the speed of data entering To facilitate collaboration, make things easy.
8. 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. 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.
9. Explain four types of hyperlinks that can be applied in spreadsheet.
Answer –
 - A. **Relative Hyperlink:** A Relative hyperlink is a hyperlink that contains an address that is relative to the address of the destination file.
 - B. **Absolute Hyperlink:** An Absolute hyperlink is a hyperlink that contains the full address of the destination file or of the website.
 - C. **Internet Hyperlink:** Internet hyperlink connect content across the global network of the world wide web. For an internet hyperlink choose the type of hyperlink either web, FTP or enter required wen address (URL)
 - D. **Document Hyperlink:** Document hyperlinks are used to connect content with specif document. For a document hyperlink, specify the worksheet path.
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.
 - E. Both A and R are false.