

BCM SCHOOL
Basant Avenue, Dugri Road, Ludhiana
Class X
Information Technology (402)
Assignment – Unit 2: Electronic Spreadsheet (Advanced) – LibreOffice
Calc

Answer Key

Q1. a) Ctrl + ;

Q2. .ods

Q3. Conditional Formatting

Q4. SUM()

Q5. Pie Chart

Q6.

- **Relative Reference:** Changes when copied (e.g., A1 → B1).
- **Absolute Reference:** Remains fixed (e.g., \$A\$1).

Q7.

- Helps in visual analysis of data.
- Automatically highlights important patterns.

Q8.

- Compare different business or planning scenarios.
- Forecast outcomes based on different assumptions.

Q9.

- Calculating required marks to achieve a target grade.
- Determining sales required to meet revenue targets.

Q10. c) A is true, but R is false. (*Goal Seek changes input values, not formulas.*)