**Assignment**

**Consolidating data**

**Class 10**

**Very short answer questions (One mark questions)**

1. The \_\_\_\_\_\_\_\_\_\_\_\_\_ feature provides the contents of one cell from more than one sheet that can be combined in one place.

2. You cannot combine more than one worksheet cell data into different sheets and use the formula. (True/False)

3. How to open a consolidated dialog box in OO Calc?

4. To create a range, which of the following option is used?

    a. Insert → Names → Rang      b. Insert → Names → Define  c. Insert → Range       d. None of these

5. Which of the following button is used to define a range after typing name?

    a. Add                     b. OK                    c. More                d. Delete

6. The row labels and column labels options will only available when you click on \_\_\_\_\_\_\_ button.

7. The \_\_\_\_\_\_\_\_\_\_ option is used to update the value in consolidated worksheet formula cell automatically when the user changes data in source cell.

8. Which of the following option allows to select the source of data for the consolidation?

    a. Function            b. Consolidation Ranges             c. Source Data range               d. Copy results to

9. Which of the following option of consolidate dialog box allow to select destination cells?

    a. Function            b. Consolidation Ranges             c. Source Data range               d. Copy results to

10. Once ranges are added to consolidated dialog cannot be deleted. (True/False)

**Short answer questions:(2/3 Marks questions)**

**Q – 1 What do you mean by**[**consolidating data**](https://www.tutorialaicsip.com/it-402-x/consolidating-data-class-10-it-402/)**?**

**Q – 2 Write**[**steps to use consolidating data in OO Calc.**](https://www.tutorialaicsip.com/it-402-x/consolidating-data-class-10-it-402/)

**Q – 3 Write the options available in the Consolidate dialog box.**

**Q – 4 What is the role of function option in consolidate dialog box?**

**Q – 5 What is the consolidation ranges list?**

**Q – 6 How to add input value cells without creating ranges for data consolidation?**

**Q – 7 How to**[**define ranges**](https://www.tutorialaicsip.com/it-402-x/consolidating-data-class-10-it-402/)**?**

**Q – 8 What is the significance of Copy results to option in Data consolidation?**

**Q – 9 Name a few functions available in the data consolidation function drop down.**

**Q – 10 Explain the option Link to source data.**

**Q – 11 What is the use of consolidate by? What are the options provided by OO calc under this option?**