

<b>CLASS NOTES</b>	
<b>Class: X</b>	<b>Topic: Electronic Spreadsheet(Advanced)</b>
<b>Subject: Information technology</b>	

<b>1. What do you mean by Open Office Calc? Explain.</b>
Open office Calc is powerful spreadsheet program that can be used to store and work with lists of data, perform calculations and create charts and reports. It consists of 65,536 rows, and 1024 columns. A workbook is a file in Calc that holds worksheets. A Worksheet is composed of columns and rows
<b>2. What is difference between workbook and worksheet?</b>
A Workbook is multipage document. Each page in the workbook is called a worksheet and the active worksheet is displayed in the document window.
<b>3. What do you mean by range?</b>
A Range is defined group of consecutive cells.
<b>4. What do you mean by data consolidation? Explain.</b>
Data Consolidation allows you to gather together data from separate worksheets into a master worksheet. The consolidate function allows an analyst to combine information from multiple workbooks into one place.
<b>5. What is subtotal?</b>
The subtotal command allows you to automatically create groups and use common functions like SUM, COUNT and AVERAGE to help summarize the data.
<b>6. What do you mean by What If Analysis? Explain.</b>
What-if analysis is a tool which helps us to run reverse calculation, sensitivity analysis and scenarios comparison.
<b>7. What is scenarios?</b>
Scenarios are a tool to test What-if questions. Each scenario is named and can be edited and formatted separately.
<b>8. What is Goal Seek?</b>
Goal Seek is simple, easy to use, time saving tool that enables us to calculate a formula's input when we want to work backwards from formula's answer.
<b>9. How can you pass value to Calc function? Explain</b>
<p>The two ways to pass arguments as values are as follows:</p> <p>By Value (By Val): When an argument is passed by value, the value assigned to argument to the procedure. And any changes that are made to argument inside a procedure, it will be lost when the procedure ends.</p> <p>By Reference (By Ref): When argument is passed By ref, the actual address assigned to the argument is passed to the procedure. Any changes that are made to the argument inside the procedure will be passed when the procedure ends.</p>
<b>10. What is macro?</b>
A macro is nothing but set of instructions which are stored in Visual Basic module in a VBA Editor.