

UNIT4- (PART B)

ELECTRONIC SPREADSHEET

HOME ASSIGNMENT

Q1. Write down the steps to rename a sheet?

Q2. Write down the steps to insert and delete a sheet?

Q3. What is an active cell? How to delete the contents of an active cell?

Q4. Define:

- a) Active cell
- b) Workbook
- c) Worksheet

Q5. Write down the number of columns and rows present in libre office calc sheet.

