





- c). Calculate the remainder of a division      d). Convert numbers to text
11. What is the benefit of using the Autosum feature instead of manually typing a SUM formula? [U] / [CO2]
- a). It saves time      b). It reduces errors
- c). It provides more flexibility      d). All of the above
12. Which of the following is NOT an advantage of using macros? [U] / [CO2]
- a). Automates repetitive tasks      b). Reduces human errors
- c). Requires manual execution each time      d). Saves time and increases efficiency
13. What will =RIGHT("Programming", 4) return in LibreOffice Calc? [A] / [CO2]
- a). gram      b). ramm
- c). ming      d). ammi
14. What will be the result of the formula =IF(A1=0, "Zero", "Non-Zero") if the value in cell A1 is blank? [A] / [CO2]
- a). Zero      b). Non-Zero
- c). #N/A      d). ""
15. What is the output of =YEAR(TODAY()), if today is 18<sup>th</sup> March 2025? [A] / [CO2]
- a). 2023      b). 2024
- c). 2025      d). 2026

[1x15 = 15]

## Part B

Short Answer Questions

Answer any 4 questions

Each question carries 5 marks

16. What are the different ways to import data into LibreOffice Calc? Give examples of supported file formats. [K] / [CO1]
17. Explain the process of applying conditional formatting to a range of cells in a spreadsheet. [U] / [CO1]

18. List and briefly explain different categories of functions available in spreadsheets. [K] / [CO2]
19. Provide an example dataset and describe how to summarize data using a Pivot Table. [U] / [CO2]
20. Explain absolute referencing used in spreadsheets with example. [U] / [CO2]
21. In a bar chart comparing product sales, the legend is missing. How would you add and customize a legend to enhance the chart's readability? [A] / [CO2]

**[5x4 = 20]**