

## Ch-8 Sharing and Reviewing a Spreadsheet

### Assessment Time

#### A. Select the correct option.

1. a                                      2. b                                      3. a                                      4. a                                      5. b

#### B. Write T for True and F for False.

1. T                                      2. F                                      3. T                                      4. T

#### C. Answer the following questions.

1. By sharing a worksheet, a group of people can work on it, simultaneously.
2. This feature is used to record and review the changes done by others in a spreadsheet in a spreadsheet to review later.
3. Comments are added while editing the contents of the cells to add some information or provide a feedback.
4. We need to compare a spreadsheet to figure out the changes which have been done by the reviewers without turning on the Track Changes feature.  
Whereas we need to merge spreadsheet, when we have to review all the changes done in different sheets in one go.

## Ch-9 Using Macros in a Spreadsheet

### Assessment Time

#### A. Select the correct option.

1. a                                      2. c                                      3. a                                      4. c                                      5. a

#### B. Fill in the blanks.

1. Macros      2. Keystrokes      3. Function      4. Name, Parameters      5. Values

#### C. Answer the following questions.

1. Macros are the set of actions that you record to perform repeatedly in a spreadsheet
2. To turn on Macro Recorder in Calc, click on the **Tools** menu and select **Options**. A dialog box opens. Click on **LibreOffice > Advanced**. Select the **Enable macro recording** option. Click on OK.
3. The following is the syntax to define a macro as a function:  
Function Function\_Name ()  
Body of Function  
Function\_Name=Result  
End Function
4. The Standard library loads in Calc, by default.

## Chapter 10: Care and Maintenance of a Computer

### A. Write T for True and F for False.

1. F                                      2. T                                      3. T                                      4. F                                      5. T

### B. Answer the following questions.

1. A virus can cause problems in a computer in many ways. Some of them are as follows:
  - It reduces the speed of a computer by decreasing the memory.
  - It causes strange movements or patterns on the screen.
  - It displays unusual messages like "your pc is stoned", etc.
  - It leads to frequent hanging of the system.
2. Some precautions which should be taken to protect your computer against virus:
  - Install a reliable anti-virus software on the computer. The antivirus should be regularly updated.
  - Restrict the access to unwanted sites through appropriate settings in the browsers
  - Keep your applications and operating system up-to-date.
  - Avoid Spams
  - Take backup regularly
  - Scan all portable storage devices, such as pen drive etc., before use as these are the most common sources of virus attacks.
3. Antivirus software is computer programs, which are designed to identify, prevent, and remove viruses from a computer. McAfee, Scan AVG, Quick Heal are some examples of antivirus software.
4. Computer maintenance refers to the practice of keeping computers in good condition so that they can work efficiently.
5. Following are the features of an antivirus software:
  - Scan the computer files to look for known viruses, matching definitions from the virus dictionary
  - identify, prevent, and remove viruses from a computer.
  - Identify suspicious behaviour from any computer program that might indicate infection.