

Spreadsheet — LibreOffice Calc

Chapter 4 Comprehensive Exam Guide — 25 MCQs, Formulas, Functions & 10 Practical Lab Tasks

Module: M1-R5.1

Chapter 4: LibreOffice Calc

MCQs: 25 Questions

Practical Tasks: 10 Tasks

PART 1: 25 LIBREOFFICE CALC EXAMINATION MCQs (WITH EXPLANATIONS)

1. [Q1 (File Extension)] What is the default file extension of a spreadsheet workbook saved in LibreOffice Calc?

- A. .xlsx B. .ods
C. .ots D. .csv

✓ **Correct Answer: B (.ods - OpenDocument Spreadsheet)**

Explanation: .ods is the default native file format for spreadsheets saved in LibreOffice Calc. (.ots is for templates).

2. [Q2 (Template Extension)] Which file extension is used to save a spreadsheet template in LibreOffice Calc?

- A. .ltx B. .ots
C. .ods D. .odf

✓ **Correct Answer: B (.ots - OpenDocument Spreadsheet Template)**

Explanation: .ots is the standard file extension used for reusable spreadsheet templates in LibreOffice Calc.

3. [Q3 (Rows & Columns Limit)] What is the maximum number of Rows and Columns in a worksheet in standard LibreOffice Calc?

- A. 65,536 Rows and 256 Columns B. 1,048,576 Rows and 1,024 Columns
C. 1,048,576 Rows and 16,384 Columns D. 500,000 Rows and 512 Columns

✓ **Correct Answer: B (1,048,576 Rows and 1,024 Columns)**

Explanation: Standard LibreOffice Calc contains 1,048,576 (2^{20}) rows and 1,024 (2^{10}) columns named from A to AMJ.

4. [Q4 (Last Column Name)] In standard LibreOffice Calc (1024 columns), what is the letter name of the last column?

- A. XFD B. AMJ
C. ZZZ D. AZJ

✓ **Correct Answer: B (AMJ)**

Explanation: The 1024th (last) column in standard LibreOffice Calc is labeled AMJ. (In MS Excel it is XFD).

5. [Q5 (Zoom Limits)] What are the minimum and maximum zoom percentage limits allowed in LibreOffice Calc?

- A. 20% and 600% B. 20% and 400%
C. 10% and 500% D. 25% and 400%

✓ **Correct Answer: B (20% and 400%)**

Explanation: In LibreOffice Calc, the minimum zoom is 20% and the maximum zoom is 400%.

6. [Q6 (Formula Syntax)] Every formula and function in LibreOffice Calc must strictly start with which symbol?

- A. @
- B. =
- C. #
- D. \$

✓ **Correct Answer: B (=)**

Explanation: All spreadsheet formulas and functions must begin with an equal sign (=).

7. [Q7 (Current Date Shortcut)] Which keyboard shortcut is used to insert the current system Date into an active cell in LibreOffice Calc?

- A. Ctrl + ;
- B. Ctrl + Shift + ;
- C. Ctrl + D
- D. Alt + D

✓ **Correct Answer: A (Ctrl + ;)**

Explanation: Ctrl + ; (Semicolon) inserts the static Current Date. Ctrl + Shift + ; inserts the Current Time.

8. [Q8 (Current Time Shortcut)] Which keyboard shortcut is used to insert the current system Time into an active cell in LibreOffice Calc?

- A. Ctrl + ;
- B. Ctrl + Shift + ;
- C. Ctrl + T
- D. Alt + Shift + T

✓ **Correct Answer: B (Ctrl + Shift + ;)**

Explanation: Ctrl + Shift + ; (Colon) inserts the static Current Time into the selected cell in Calc.

9. [Q9 (Format Cells Shortcut)] Which keyboard shortcut opens the Format Cells dialog box in LibreOffice Calc?

- A. Ctrl + F
- B. Ctrl + 1
- C. Ctrl + Shift + F
- D. Alt + 1

✓ **Correct Answer: B (Ctrl + 1)**

Explanation: Ctrl + 1 opens the Format Cells dialog box in LibreOffice Calc.

10. [Q10 (Function Wizard)] Which shortcut key opens the Function Wizard dialog in LibreOffice Calc to browse and insert formulas?

- A. F2
- B. Ctrl + F2
- C. Shift + F2
- D. F3

✓ **Correct Answer: B (Ctrl + F2)**

Explanation: Ctrl + F2 opens the Function Wizard dialog box, listing all categories of mathematical and statistical functions.

11. [Q11 (Cell Referencing)] Which shortcut key is used to cycle through Relative, Absolute, and Mixed cell reference types in Calc?

- A. F4
- B. Shift + F4
- C. Ctrl + F4
- D. Alt + F4

✓ **Correct Answer: B (Shift + F4)**

Explanation: In LibreOffice Calc, Shift + F4 toggles cell reference modes between relative (A1), absolute (\$A\$1), and mixed (\$A1, A\$1).

12. [Q12 (Select Row / Column)] Which shortcut keys are used to select an Entire Row and an Entire Column respectively in LibreOffice Calc?

- A. Ctrl+Space for Row, Shift+Space for Column
- B. Shift+Space for Row, Ctrl+Space for Column
- C. Alt+Space for Row, Ctrl+Space for Column
- D. Shift+R for Row, Shift+C for Column

✓ **Correct Answer: B (Shift+Space for Row, Ctrl+Space for Column)**

Explanation: Shift + Space selects the entire row, while Ctrl + Space selects the entire column in Calc.

13. [Q13 (Error: ###)] In LibreOffice Calc, what does the error symbol ### displayed inside a cell indicate?

- A. Division by zero error
- B. The column width is too narrow to display the number
- C. Invalid function name
- D. Formula contains text instead of numbers

✓ **Correct Answer: B (The column width is too narrow to display the number)**

Explanation: ### appears when the column width is insufficient to display the formatted numeric or date value.

14. [Q14 (Error: #DIV/0!)] Which error code is generated in LibreOffice Calc when a formula attempts to divide a number by zero?

- A. #NULL!
- B. #DIV/0!
- C. #VALUE!
- D. #NAME?

✓ **Correct Answer: B (#DIV/0!)**

Explanation: #DIV/0! occurs when a formula attempts a mathematical division by zero.

15. [Q15 (Function: ROUND)] What will be the output result of the formula =ROUND(175.467, 2) in LibreOffice Calc?

- A. 175.4
- B. 175.46
- C. 175.47
- D. 175.5

✓ **Correct Answer: C (175.47)**

Explanation: =ROUND(175.467, 2) rounds to 2 decimal places. Since the 3rd decimal digit is 7, it rounds up to 175.47.

16. [Q16 (Function: PRODUCT)] What is the evaluated output of the formula =PRODUCT(5, 7, 2) in LibreOffice Calc?

- A. 14
- B. 35
- C. 70
- D. 10

✓ **Correct Answer: C (70)**

Explanation: =PRODUCT(5, 7, 2) multiplies all arguments: $5 * 7 * 2 = 70$.

17. [Q17 (Function: COUNT)] What will be the result of the formula =COUNT(10, 20, "NextNote", 30, "OLevel") in LibreOffice Calc?

- A. 5
- B. 3
- C. 2
- D. 0

✓ **Correct Answer: B (3)**

Explanation: COUNT() counts only numeric values (10, 20, 30), returning 3. (COUNTA counts all non-empty cells).

18. [Q18 (Date & Time: NOW)] Which function in LibreOffice Calc returns both the Current Date and Current Time dynamically?

- A. =TODAY()
- B. =NOW()
- C. =CURRENT()
- D. =DATETIME()

✓ **Correct Answer: B (=NOW())**

Explanation: =NOW() returns current date and time. =TODAY() returns only the current date.

19. [Q19 (AutoFilter Shortcut)] Which shortcut key combination is used to apply or toggle AutoFilter on a data table in LibreOffice Calc?

- A. Ctrl + F
- B. Ctrl + Shift + L
- C. Alt + Shift + F
- D. Ctrl + Alt + A

✓ **Correct Answer: B (Ctrl + Shift + L)**

Explanation: Ctrl + Shift + L toggles AutoFilter drop-down arrows on table headers in Calc.

20. [Q20 (Insert Cells Shortcut)] Which keyboard shortcut is used to open the Insert Cells dialog box in LibreOffice Calc?

- A. Ctrl + + (Plus)
- B. Ctrl + - (Minus)
- C. Alt + +
- D. Shift + +

✓ **Correct Answer: A (Ctrl + + (Plus))**

Explanation: Ctrl + + opens the Insert Cells dialog. Ctrl + - deletes selected cells.

21. [Q21 (Insert Comment Shortcut)] Which shortcut key is used to insert a Comment in an active cell in LibreOffice Calc?

- A. Ctrl + C
- B. Ctrl + Alt + C
- C. Shift + F2
- D. Alt + C

✓ **Correct Answer: B (Ctrl + Alt + C)**

Explanation: Ctrl + Alt + C inserts a comment/note on the active cell in LibreOffice Calc.

22. [Q22 (Text Concatenation)] Which operator symbol is used to concatenate (join) two text strings or cell values in a Calc formula?

- A. +
- B. & (Ampersand)
- C. #
- D. *

✓ **Correct Answer: B (& (Ampersand))**

Explanation: The ampersand (&) operator concatenates text strings (e.g., ="NIELIT" & " " & "O Level").

23. [Q23 (Freeze Panes Menu)] In LibreOffice Calc, which menu contains the Freeze Rows and Columns (Freeze Panes) option?

- A. Format Menu
- B. View Menu
- C. Tools Menu
- D. Sheet Menu

✓ **Correct Answer: B (View Menu)**

Explanation: Freeze Rows and Columns is located under View -> Freeze Rows and Columns.

24. [Q24 (Math: MOD)] What is the evaluated output of the formula =MOD(25, 4) in LibreOffice Calc?

- A. 6
- B. 1
- C. 0
- D. 4

✓ **Correct Answer: B (1)**

Explanation: The MOD() function returns the remainder: 25 divided by 4 equals 6 with remainder 1.

25. [Q25 (Math: POWER)] What is the output of the formula =POWER(2, 5) in LibreOffice Calc?

- A. 10
- B. 25
- C. 32
- D. 64

✓ **Correct Answer: C (32)**

Explanation: =POWER(2, 5) computes 2 raised to power 5: $2^5 = 32$.

PART 2: 10 LIBREOFFICE CALC PRACTICAL LAB TASKS & SOLUTIONS

Task 1: Creating a Student Marksheet & Total/Average Calculation

Aim: Create a marksheet table with 5 students and 4 subjects. Calculate Total, Percentage, and Average using formulas.

1. Enter Student Names in Col A, Marks in Col B to E.
2. In Total (F2): =SUM(B2:E2) and drag Fill Handle down.
3. In Average (G2): =AVERAGE(B2:E2).
4. In Percentage (H2): =F2/400*100.

Key Takeaways: Functions: SUM(), AVERAGE(), Arithmetic Operators.

Task 2: Grade Calculation Using Nested IF Function

Aim: Assign Grades (A, B, C, D, Fail) based on student percentage marks.

1. In Grade cell (I2), enter:
=IF(H2>=80, "A", IF(H2>=65, "B", IF(H2>=50, "C", "Fail")))
2. Double-click the Fill Handle to apply formula across all rows.

Key Takeaways: Concept: Logical IF() condition and nesting.

Task 3: Absolute Cell Referencing (\$A\$1) for Tax/Discount Calculation

Aim: Calculate 18% GST for a product price list using a fixed Tax Rate cell (\$B\$1).

1. Place Tax Rate 18% in cell B1.
2. In GST Amount (C4): =B4 * \$B\$1 (Press Shift + F4 to lock B1).
3. In Total Bill (D4): =B4 + C4.
4. Drag down formula – \$B\$1 remains fixed while B4 updates relatively.

Key Takeaways: Shortcut: Shift+F4 cycles Relative -> Absolute -> Mixed.

Task 4: AutoFilter & Multi-Criteria Sorting

Aim: Filter data to show only 'North Zone' sales above 50,000 and sort descending.

1. Select table header row -> Press Ctrl + Shift + L to enable AutoFilter.
2. Click Zone filter arrow -> Uncheck all -> Check 'North'.
3. Data -> Sort -> Sort by 'Sales Amount' (Descending).

Key Takeaways: Shortcut: Ctrl+Shift+L (AutoFilter toggle).

Task 5: Creating 2D Column & 3D Pie Charts

Aim: Create a visual Sales by Region comparison chart with legend and data labels.

1. Select data range (A1:B6).
2. Insert Menu -> Chart (or Chart icon on standard bar).
3. Choose Chart Type: Column (or Pie) -> Check 'First row as label'.
4. Add Title 'Annual Sales Report 2026' -> Finish.

Key Takeaways: Location: Insert -> Chart Wizard.

Task 6: Freeze Rows & Columns (Freeze Panes)

Aim: Lock the top header row and left ID column so they remain visible when scrolling.

1. Place cursor in cell B2 (below header, right of first column).
2. Go to View Menu -> Freeze Rows and Columns (or Freeze Cells).
3. Scroll down and right to verify headers remain pinned.

Key Takeaways: Location: View -> Freeze Rows and Columns.

Task 7: Conditional Formatting for Highlights

Aim: Highlight all marks below 33 in Red background and above 75 in Green background.

1. Select marks range (B2:E20).
2. Format Menu -> Conditional -> Condition.
3. Condition 1: 'Cell value is less than 33' -> Apply Style 'Bad / Red'.
4. Condition 2: 'Cell value is greater than 75' -> Apply Style 'Good / Green'.

Key Takeaways: Location: Format -> Conditional Formatting.

Task 8: Text Functions (CONCATENATE, LEN, UPPER, LOWER)

Aim: Combine First Name and Last Name with uppercase formatting and count characters.

1. Full Name (C2): =UPPER(A2 & " " & B2)
2. Character Length (D2): =LEN(C2)
3. Proper Case (E2): =PROPER(A2 & " " & B2)

Key Takeaways: Functions: UPPER(), LOWER(), PROPER(), LEN(), & operator.

Task 9: Mathematical & Statistical Functions (COUNT, COUNTA, MAX, MIN)

Aim: Compute highest sales, lowest sales, total count, and non-empty entries.

1. Maximum Sale: =MAX(B2:B50)
2. Minimum Sale: =MIN(B2:B50)
3. Count Numeric Entries: =COUNT(B2:B50)
4. Count All Students (including text): =COUNTA(A2:A50)

Key Takeaways: Functions: MAX(), MIN(), COUNT(), COUNTA().

Task 10: Cell Formatting (Currency, Decimals, Borders) & PDF Export

Aim: Format sales numbers into Indian Currency  and export sheet to PDF.

1. Select currency column -> Press Ctrl + 1 (Format Cells).
2. Number Tab -> Currency -> Choose INR () -> 2 Decimals.
3. File Menu -> Export As -> Export as PDF -> Page Setup A4.

Key Takeaways: Shortcuts: Ctrl+1 (Format Cells), File -> Export as PDF.

PART 3: LIBREOFFICE CALC SHORTCUT KEYS & FORMULAS CHEAT SHEET

Shortcut Key	Function / Command	Shortcut Key	Function / Command
Ctrl + ;	Insert Current Date	Ctrl + Shift + ;	Insert Current Time
Ctrl + 1	Format Cells Dialog	Ctrl + F2	Function Wizard
Shift + F4	Toggle Relative/Absolute (\$)	F2	Edit Active Cell
Shift + Space	Select Entire Row	Ctrl + Space	Select Entire Column
Ctrl + Shift + Space	Select Entire Sheet	Ctrl + Shift + L	Toggle AutoFilter
Ctrl + + (Plus)	Insert Cells Dialog	Ctrl + - (Minus)	Delete Cells Dialog
Ctrl + Alt + C	Insert Comment / Note	Shift + F11	Insert New Sheet
Ctrl + F1	Show Comment	Ctrl + ` (Backtick)	Toggle Formulas Display
Ctrl + Home	Go to Cell A1	Ctrl + End	Go to Last Data Cell