ICT Skill-Unit III

Q.1. How to save the presentation in LibreOffice Impress?

Ans: A digital presentation can be saved as a file on the computer. This can be opened later, viewed, edited, shared, with friends and colleagues and printed. It is important to save the presentation several times, while working so that you do not loose data in case the computer shuts down or there is power cut. The steps to save the presentation for the first time are as follows:

1. Select Save option from the file menu. Or click the save button the standard bar. Or press Ctrl+Shift+S.
2. The Save As dialog appears. Select the location and the folder where you want to save the presentation.
3. Give a name to the file in the File name text box.
4. Click save. Your presentation will be saved with .ods extension.

Q.2. How to close the presentation?

Ans: A presentation can be closed in any one of the following ways:

1. Click on File.
2. Select Close from the drop-down
3. If you have not saved the changes before closing the file, it will prompt you with ‘Save Document?’. You can decide whether you want save or not or cancel.
4. Click the close document button on the right side of the menu bar.

Q.3. How to open already saved presentation?

Ans: To open an already saved presentation the steps are:

1. Open Libreoffice Impress
2. Select Open Office from the File menu or click the open button on the standard bar or press Ctrl + O
3. The Open Dialog box appears. Browse and select the folder where your file is saved. Example Desktop
4. Select the file and click Open.

Q.4. How to print slides?

Ans: The steps to print a presentation are as follows:

1. Select Print option from the File menu or you can press Ctrl+ P on the keyboard.
2. The Print dialog box appears.
3. Select a printer. Select number of copies to be printed. Select All if you want to print all slides.
4. Select slides, if you want to print few of them and provide the slide numbers.

Q.5. How to add a new slide in presentation?

Ans A new slide can be inserted in one of the following ways:

1. Select slide from the insert menu
2. You can also Ctrl + M on the keyboard
3. Right click on a slide in the slide pane and select New Slide in the shortcut menu.
4. Click on the slide icon on the Standard Bar.

Q.6. How to delete a slide?

Ans: To delete a slide-

1. Select a slide you want to delete, from the slide pane
2. Press Delete key
3. The selected slide will be deleted.

Q.7. What is editing and formatting text?

Ans: LibreOffice Impress includes all the basic editing features-copy, move, insert, delete, spell-check etc. You can also format the text i.e. change the font, style, size, font color, etc.

You can use the formatting options in the formatting bar to change the font, size and color of the text.

Q.8. How to highlight text-bold, underline and italic?

Ans: To highlight a text in LibreOffice, you can make it bold, underline or italics, depending on the requirement.

First, select the text that has to be highlighted.

Then, hover over the given icons in the Properties tab. Select the icon required to perform the desired function, ie. Making it bold, italic, underlined or strikethrough.

Q.9. What is the meaning of alignment of text?

Ans: The text can be aligned either left, right center or justified by using the paragraph option in the properties tab.

1. Left or right aligned means that text will be aligned to the left or right margin respectively
2. Center aligns the text to the center of the page
3. Justify aligns the text to the right and left margins.

Q.10. What do you understand by changing of text color in slide or presentation?

Ans: We can make the presentation even more interesting by giving different colors to the text. The font color drop down gives various colors from which we can choose and change the color of the text.

Besides the font color drop down, there is a highlight color drop down. If you select a color from the highlight color drop down, it will change the background color of the text.

Q.11. What do you understand by advanced features of presentation?

Ans. There are various advanced features used in a digital presentation. The use of graphics, charts and images can make the presentation more meaningful and are called advanced features of presentation.

Q.12. How to insert shape in presentation?

Ans: You may want to show the flow of a process in a presentation. For example, if you want to show how Water Cycle works-you can use arrows. Libreoffice provides numerous shapes, such as lines, squares, circles, arrows, symbols etc. that can be inserted into slides.

To insert an arrow, you must click on insert and then select shape. This has several options. Choose arrow to see different types of arrow. Select the one required for the presentation, for example, circular arrow.

In this way you can select any shape you want. Once a shape is inserted in a slide, you can use the properties tab to make changes to the properties of the shape, such as colour size, position, direction etc.

Q.13. How to insert Clipart and image in presentation?

Ans. A picture speaks a thousand words. We use a lot of images in a presentation to make it simple and interesting. The steps to insert a clipart or an image are as follows:

1. Click on insert on the menu
2. Select image
3. An inset image dialog box appears
4. Browse through folders and select the image you want to use
5. Click on Open. In this way you can insert image, n your presentation slides and make it more interesting .

Q.14. Describe how to change the slide layout and what is default layout of the slide?

Ans. The default layout of a Libreoffice Impress slide contains one textbox for the title and one for content

Layout helps to arrange the slide content in an organized way. However, you can change the slide layout as per the requirement. In case you want to insert an image of water cycle on one side and give the steps on the other, you can select a layout with one title and two boxes. You can do this by simply selecting the slide, and then, selecting the desired layout from the Layouts tab. Having a layout helps to align the content in a desired way.

Q.15. What do you understand by ICT?

Ans: Information and Communication Technology, called ICT in short has become an integral part of our life. One must develop the ability to use digital technology and communication tools to access, manage, integrate, evaluate, create and communicate.

Q.16. What is Spreadsheet?

Ans: A spreadsheet is an electronic document, which has rows and columns. It is used to store data in a systematic way and do calculations.

Q.17. How many types of spreadsheet do you know?

Ans: There are many types of spreadsheet available that have been created by different companies. Some of the most popular ones are:

1. Microsoft Excel
2. LibreOffice Calc
3. Google Sheets

Q.18. What are the advantage of spreadsheets?

Ans: Spreadsheets programs have become very popular because of the following advantages:

1. Built-in functions make calculations easier, faster and more accurate
2. Large volumes of data can be easily handled and manipulated
3. Data can be exported to or imported from other software.
4. Data can be easily represented in pictorial form like graphs or charts
5. Formulae are automatically recalculated whenever underlying data values are changed.

Q.19. How to enter data in Spread Sheet?

Ans: The steps to enter data in a particular cell in a spreadsheet are given below:

1. Click on the cell where you want to enter the data. For example, we click cell A1.
2. Type text or number. As you type, you can see the data in the Formula Bar as well. Press Enter when you complete typing.
3. The cursor is set on the next cell, from A1 to A2. You can continue entering other data.
4. Notice that data in the cell will automatically be left aligned as you have entered text.

Q.20. How many types of data are there?

Ans: There are three main type of data-text, numbers and formula. Nowadays, it is also possible to enter pictures, audio, video and shapes in a spreadsheet.

Q.21. What do you understand by editing Data of a cell?

Ans: Shanker owns a shop. He keeps a record of all items, such as wheat, rice, daal, sugar, etc. If Shanker wants to name the item ‘Basmati Rice’ instead of ‘rice’, he can edit in the spreadsheet. There are various ways in which one can edit a cell

Method 1

1. Double click on the cell you want to edit. Then, type additional text in the cell or in the formula bar.
2. Press enter.

Method 2

1. Click on the cell you want to edit
2. Correct the text in the formula bar
3. Press Enter

Method 3

If you want to completely change the text in the cell, then following should be done:

1. Click on the cell
2. Type the new text
3. Press Enter

Q.22. Explain the steps of deleting data from the spreadsheet cell.

Ans: You can delete the value stored in a particular cell as follows:

1. Click on the cell
2. Press Delete key on the keyboard. This deletes the text entry of that cell making it blank.

Q.23. What do you understand by selecting multiple cells?

Ans: If a person wants to delete the entire row with a text, he can select the entire row and then press delete. After selecting multiple cells, a function will be performed on the cells that are selected. When a single cell is selected it is called active cell. When a number of cells are selected, it is called cell range.

There are several ways in which multiple cells can be selected-

1. To select an entire row, click the row heading
2. To select a full column, click the column heading
3. To select an entire worksheet, click the grey rectangle on the upper left corner of the worksheet.
4. To select the range of cells, click on the starting cell, then hold down the mouse button and drag it till you have selected all the cells you want. Release the mouse button.
5. To select two or more rows that are not next to each other, select one row and hold down the control key and then select the next row.

Q.24. How to save the spreadsheet in various formats?

Ans: After entering the data, we can save the spreadsheet in the same way as a notepad or any other word file. Click File and then Save As. This will open Save As dialog box. Type the file name and click save. The default save as type is ODF spreadsheet (.ods) but we can save the spreadsheet in other types such as Microsoft Excel 2003. (.xls)

Q.25. How to close the spreadsheet?

Ans: Once we have saved the data, we can close the spreadsheet by clicking File and then Close.

Q.26. How to open a spreadsheet?

Ans: Click File and then Select Open.This will show a dialog box with a list of existing files. Select the one you want to open and click open.

Q.27. Explain how to print the spreadsheet?

Ans: To print a spreadsheet, you can click File, and then select print from the drop-down or press Ctrl + P on the keyboard.

A print dialog box appears.

Select the printer range of pages and number of copies to be printed and click OK.

Q.28. How to use spreadsheet for addition?

Ans: The symbol used for addition in a spreadsheet is ‘+’ (plus). It is used to calculate datas in a range of cells.

Q.29. How to add value in spreadsheet directly?

Ans: To do any calculation in a spreadsheet, you need to use ‘=’ symbol, which tells the spreadsheet that a formula has been entered. Only then the spreadsheet will perform the calculation and display the result. For eg, =73+89+78 is 240. The formula is displayed in the formula bar.

Q.30. How to use add function by using cell address?

Ans: Instead of adding data, we can enter the cell address like =B2+C2+D2. This will also give the same result. The advantage here is that is there is change in the data, there is no need to type the new data in the total field. It will be automatically calculated again. No change has to be made to the formula.

Q.31. Explain the process of selecting values by using mouse?

Ans: Using a mouse, we can simply select the cell to be used in the formula instead of typing the cell addresses. The steps are as follows:

1. Type ‘=’ in the cell where you want to calculate the total.
2. Click the cell where you want to edit the data. For eg. B2.
3. Type ‘+’
4. Click another cell where data has been entered. For eg. C2
5. Type ‘+’
6. Click D2
7. Press enter. You will be the required result. This method is much easier, when there may be many subjects.

Q.32. Explain the sum function in spreadsheet?

Ans: Spreadsheet gives us some functions that makes it easier to do calculations. To add numbers, we have the sum () functions. This helps in adding the numbers in separate cells or in a cell range. The steps in using sum () function are as follows:

1. Type =sum( in one cell, say E2
2. Drag the mouse from B2 to D2, till where the data has entered.
3. Type ) and press Enter.
4. This displays the results of B2 to D in E2.

Q.33. How to copy and move the formula in spreadsheet?

Ans: The values are automatically adjusted in new cells. The steps to copy a formula are as follows:

1. Click on the cell with the formula.
2. Right click and select copy or press Ctrl + C on the keyboard. If you wish to move the formula to a new cell ie. Delete it from the existing cell, select cut or press Ctrl + X on the keyboard.
3. Click on the first cell where you have to copy the formula.
4. Keeping the left mouse button down, drag till you reach the last cell, where you want the formula. Release the left mouse button.
5. Right click and select paste or press Ctrl + V on the keyboard.
6. The formula will be copied in selected cells.

Q.34. Why do we need to format the cells?

Ans Formatting cells are needed because:

1. Important points are clearly highlighted.
2. It is easy to read and understand
3. The contents on the cell looks more neat

Q.35. How to change the text style and font size?

Ans: If we want to give a different style or a bigger size to the heading , we can change the text style by using don’t-drop down. Select any style from don’t drop down. The text in all selected cells will change. Similarly, we can change the style of the text from the font-size drop down. The style will change.

Q.36. What do you understand by aligning of text in cell?

Ans: Sometimes, we see that the text is placed in the centre of the cell. In a spreadsheet, we can position the text in a cell to the left, right or centre. This is the alignment feature of spreadsheet. We can use the given icon on the Toolbars to align the text.

Q.37. What is highlighting the text?

Ans: We make headings in our documents and tables bigger and bolder than the rest of the text to make them stand out. We also underline important words or italicize them so that they too stand out. There are many ways in which we can highlight the text in a spreadsheet:

To make text bold= Ctrl+B

To underline the text= Ctrl +U

To make text Italic or slanting= Ctrl+I

Q.38. What do you understand by sort feature of spreadsheet? How can we use sort in spreadsheet?

Ans: Sort feature allows you to sort data and return the rows in a range either in ascending or descending order. You can use it to sort data alphabetically, numerically, or even by date, and you can sort both vertically and horizontally. The steps to sort data are as follows:

1. Select all rows and columns that have to be sorted.
2. Click on Data and then select Sort.
3. This will give a sort dialog box. Click on Sort Key 1 and select total from the drop down. By default the order is ascending, which means from the lowest to the highest. We can change it to descending. This will sort the data in the total field.
4. Click on OK.

Q.39. What do you understand by filtering of data? How to filter data in spreadsheet?

Ans: Data filtering is the process of choosing a smaller part of your data set and using that subset for viewing or analysis. Filtering is generally (but not always) temporary – the complete data set is kept, but only part of it is used for the calculation.

To apply a filter click on a column's drop-down arrow to bring the filter window. In this window you can set the filter criteria. For example to show only the Female persons we deselect the other values. After we apply a filter the data in our sheet are updated and the filter drop-down arrow is highlighted to indicate the filter existence.

Q.40. How to protect the spreadsheet with password? Explain the procedure.

Ans: The steps to protect spreadsheet are:

1. Click on Tools and select spreadsheet.
2. A protect document dialog box appears.
3. Type in a password
4. Type the same password in the confirm textbox.
5. Click on OK
6. When you close the file and open it again, it will ask for the password. Remember this password so that you can open the file later.