

Step 4. Type a name to use as the registered name for the database and click **OK**. The database is added to the list of registered databases.

Note – The **OK** button is enabled only when both fields are filled in.

Check Your Progress

A. Multiple choice questions

1. Insert Sheet dialog can be invoked from _____.
☒ (a) sheet
(b) insert
(c) tools
(d) Windows
2. _____ refers to cell G5 of sheet named My Sheet.
(a) \$My Sheet.'G5'
(b) \$My Sheet_'G5'
☒ (c) \$ 'MySheet'.G5
(d) \$ 'MySheet'_G5
3. The path of a file has _____ forward slashes.
(a) four
☒ (b) three
(c) two
(d) one
4. Which of the following feature is used to jump to a different spreadsheet from the current spreadsheet in LibreOffice Calc?
☒ (a) Macro
(b) Hyperlink
(c) connect
(d) Copy

B. Fill in the blanks

1. A relative hyperlink stores the location with respect to the **current** location.
2. While inserting tables from a webpage _____ selects the entire HTML document. **HTML**
3. The extension of LibreOffice base is _____. **All .odb**
4. _____ are used to enclose sheet names as there might be a space within sheet names.
5. The From file option of _____ Dialog box allows to insert sheet from another file.

4. Single quotes(' ')

DOMESTIC DATA ENTRY OPERATOR – CLASS X

5. Insert sheet

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C. State whether the following statements are True or False

1. A sheet can only be added before the current sheet. **False**
2. If 'sales' sheet has a reference to 'cost' sheet then any changes made to 'cost' sheet will be reflected in the sales sheet as well. **True**
3. It is not possible to link a sheet as a reference in another sheet. **False**
4. We can insert data from a table created on a web page into a spreadsheet. **True**
5. A hyperlink once created on a sheet cannot be deleted. **false**

Answer the following questions.

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Date: 1 1

Q 1) Name the two ways to link the sheet in a Libre office calc.

→ The two ways to link the sheets in a Libre office calc are

- i) Creating reference to other sheets/documents by using keyboard and mouse.
- ii) Linking external data.

Q 2) Differentiate between Relative and Absolute Hyperlink

Relative Hyperlink

1) Relative hyperlink stores the location with respect to the current location

2) A relative link will stop working only if the start and target locations change relative to each other

3) For example:-

Admin/downloads/try.ods is relative hyperlink as it is dependent on the current location and thus the folder admin searched.

Absolute Hyperlink

1) An absolute hyperlink stores the complete location where the file is stored

2) An absolute link will stop working only if the target is moved.

3) For example:-

c:\users\ADMIN\downloads\try.ods is an absolute link as it defines the complete path of the file.

3) Write steps to extract a table from a web page in a spreadsheet.

→ steps to extract a table from a web page in a spreadsheet as follows

1) Step 1: → Open the spreadsheet where external data is to be inserted.

2) Step 2: → Select the cell to store the first cell of the table in external data.

3) Step 3: → select sheet > Link to External Data

4) Step 4: → The External Data Dialog box is displayed. Type the URL of the source document or select it from the drop-down list if it is listed & press enter.

5) Step 5: → A dialog box is selected & displayed to select the language for import. selecting Automatic shows data in the same language as in the webpage.

4) Write steps to register a data source that is in *.odb format.

→ follow the steps given below

Step 1: → select Tools > Options > LibreOffice Base > Database. The options - LibreOffice Base - Database dialog box appears.

Step 2: → click the New button to open the create Database link dialog box.

Step 3: → Enter the location of the database file, or click Browse to open a file browser & select the database file.

Step 4: → Type a name to use as the registered name for the database & click ok. The database is added to the list of relative database.

5. state advantages of extracting data from a web page into spreadsheet.

→ Advantages of extracting data from a web page into spreadsheet

1) **Accuracy** :→ Extracting data directly from a web page ensure that the information is up to date and accurate.

2) **Efficiency** :→ Extract the data automates the process of gathering data from a web page.

3) **Analysis-Ready Data** :→ Extract data is formatted & organized in a spreadsheet, making it easy to analyse with functions & features.

4) **collaboration** :→ It also facilities organisation and collaboration of data.