D. Answer the following questions
1. Define the terms
(a) Sharing Spreadsheet
(b) Record change

a) shared spreadsheet
sharing a spreadsheet means to share the same sheet that can be accessed and modified by more than one user simultaneously. It saves the trouble of keeping track of multiple copies of the same spreadsheet.Sharing allows working in collaboration so that everyone can contribute, make changes and view it.
b) **Recording Changes**
This feature of LibreOffice Calc provides different ways to record the changes made by one or other users in the spreadsheet. While recording the changes, the spreadsheet will turn off its shared feature

2. Write the commands to perform
(a) Sharing Spreadsheet
(b) Record changes

 a) Sharing Spreadsheet - Tools >Share Spreadsheet
b)Record changes-Edit > Track Changes > Record

3. Which menu is used to perform the functions (a) Track Changes (b) Saving Spreadsheet-
a)Track Changes- Edit Menu
b) Saving Spreadsheet- File Menu

4.What do you understand by reviewing the changes in the spreadsheet?
In library office calc reviewing changes refers to the process of examining edits made to a spreadsheet that were previously recorded by using "**Track changes**" feature. In this stage original author will go through the changes to accept or reject to prepare the final spreadsheet after looking at all the changes made by the team members.

5. Differentiate between Merging and Comparing Spreadsheet.
Ans Merging Worksheet

sometime multiple reviewers return edited version of a Worksheet at the same time.

In this case it may be Quiker to review all the changes at onces, rather than one review at a time. For this reasons, Calc provide the feature of merging worksheets.

Comparing Spreadsheet.

when the sharing worksheet reviewers may forgot to record the changes they make. This is not the problem with calc, because it can find the changes by comparing worksheet. For this you need original worksheet and the edited one.

Features	Merging worksheet	Comparing worksheet
Purpose	Combines data from multiple spredsheet	Identify difference between two spreadsheet
Output	single, combined spreadsheet	Report highlighting difference (no data changes)
Data handling	Merged data based on common element(i.e id)	Does not modified data, just highlights variation
Desired Outcome	Creates aunified dataset	Identify inconsistencies