



INDIAN SCHOOL AL WADI AL KABIR

Class: X	Department: Computer Science
WORKSHEET PART B UNIT 2	INFORMATION TECHNOLOGY (402) Part B Unit 2: Chapter 5: Using Macros in Spreadsheet

I. Multiple Choice Questions (10 MCQs)

1. Which menu option is used to enable macro recording in LibreOffice?
(a) Data (b) Sheet (c) Tools (d) Window **Answer: (c)**
2. What is the default name assigned to a new macro?
(a) Macro1 (b) Main (c) Standard (d) Default **Answer: (b)**
3. Macros in LibreOffice Calc are recorded as instructions in which programming language?
(a) Python (b) Java (c) BASIC (d) C++ **Answer: (c)**
4. Which of the following is a valid character to use in a macro name?
(a) Space (b) Asterisk (*) (c) Underscore (_) (d) Hyphen (-) **Answer: (c)**
5. Which library is automatically loaded when a document is opened?
(a) My Macros (b) Standard (c) Module1 (d) LibreOffice Macros **Answer: (b)**
6. What is the keyboard shortcut to execute a module from the IDE?
(a) F1 (b) F3 (c) F5 (d) F11 **Answer: (c)**
7. What does IDE stand for in the context of macros?
(a) Integrated Development Environment (b) Internal Data Entry (c) Integrated Design Element (d) Intelligent Data Editor **Answer: (a)**
8. Macro code for a standard recorded instruction always ends with which statement?
(a) Stop Macro (b) Exit Sub (c) End Sub (d) End Function **Answer: (c)**
9. Which of the following is an invalid macro name?
(a) 1st_Format (b) Format_Heading (c) MyMacro (d) WeeklyReport **Answer: (a) (Names must begin with a letter)**
10. The macro recorder is capable of working in which of the following applications?
(a) Only Calc (b) Calc and Base (c) Calc and Writer (d) Calc and Impress **Answer: (c)**

II. Short Answer Questions (5 Questions, 2 Marks Each)

1. Define a Macro and state its primary advantage.

- **Answer:** A macro is a single instruction that executes a recorded set of commands or keystrokes to automate repetitive tasks. Its primary advantage is ensuring standardization and saving time by performing redundant tasks with ease.

2. List two actions that are NOT recorded by the macro recorder.

- **Answer:** The macro recorder does not record the opening of windows, window switching, or selections made using the mouse unless keyboard cursor traveling is used.

3. What is the "Macro Organizer" and what can it be used for?

- **Answer:** The Macro Organizer is a dialog box used to organize macros, allowing users to add, delete, or edit modules and libraries within the spreadsheet.

4. State two rules that must be followed when naming a macro.

- **Answer:** A macro name must begin with a letter and cannot contain any spaces or special characters except for the underscore (_).

5. Differentiate between "My Macros" and "LibreOffice Macros" libraries.

- **Answer:** "LibreOffice Macros" contains modules with pre-recorded macros provided by the software and should not be changed, whereas "My Macros" contains modules and macros written or added by the user.

III. Case Study Questions (5 Questions, 4 Marks Each)

1. **Scenario: Enabling Features** Rahul wants to record a macro for his monthly expense sheet but finds that the "Record Macro" option is missing from his Tools menu.

- **Task:** Explain why this is happening and provide the step-by-step procedure to fix it.
- **Answer:** By default, macro recording is disabled in LibreOffice. Rahul must go to **Tools > Options > LibreOffice > Advanced**. He then needs to check the box for **"Enable macro recording"** under the Optional Features section to make the option visible.

2. **Scenario: Task Automation** Anuja has to create a marks list for every term. She wants to automate the formatting of the heading "Term Results" in cell A1 (Bold, Blue, 14pt) and ensure her students' names are populated automatically.

- **Task:** How can Anuja achieve this using macros? Mention the steps for recording.

- **Answer:** Anuja should use the **Record Macro** feature. She must start recording via **Tools > Macros > Record Macro**, perform the formatting and typing, then click **Stop Recording**. She should save the macro with a unique name like **Format_Marks** in the Standard library.

3. **Scenario: Custom Calculations** An engineering student needs to calculate the number of tiles required for various room sizes where the formula (Area of Floor / Area of Tile) is repetitive across different sheets.

- **Task:** Suggest the best way to handle this calculation and explain the difference in the code structure compared to a standard macro.
- **Answer:** The student should use a **Macro as a Function**. Instead of standard instructions between Sub and End Sub, this code is written between Function and End Function. This allows the macro to accept arguments (values) and return a calculated result directly to a cell.

4. **Scenario: Troubleshooting Recording** Sita recorded a macro to format a table. During recording, she switched to a different window to check a reference and used her mouse to select a range of cells. When she ran the macro later, it failed to perform those specific actions.

- **Task:** Identify the two mistakes Sita made during recording based on the limitations of the macro recorder.
- **Answer:** First, macro recording does not record actions carried out in a different window than where the recording started. Second, cell selections are only recorded if done via the keyboard; selections made using a mouse are not captured.

5. **Scenario: Naming Conflicts** A user tries to save three different macros for "Daily Sales," "Weekly Sales," and "Monthly Sales." They name them "Daily Sales", "Weekly*Sales", and "Monthly_Sales".

- **Task:** Evaluate these names based on naming rules. Which one will be accepted, and why?
- **Answer:** Only **"Monthly_Sales"** will be accepted. "Daily Sales" is invalid because it contains a space, and "WeeklySales" is invalid because it contains a special character (***), which is not allowed. Macro names must start with a letter and contain no spaces or special characters other than an underscore
