

LibreOffice Calc

Spreadsheet Notes

CCC Exam 2026 — Chapter 4 | Spreadsheet & Formulas (12-15 Questions)

Default Format: .ods

MS Excel: .xlsx

Total Menus: 10

Formula: = se shuru

12-15 Questions CCC mein

Calc kya hai? — Spreadsheet kyu use karte hain?

LibreOffice Calc ek **Spreadsheet Software** hai jo numbers, data aur calculations ke liye use hota hai — bilkul MS Excel jaisa. CCC mein Calc se **12 se 15 questions** aate hain. Formulas, Functions, Charts — yeh sab important topics hain.

Calc ki Basic Terminology — Ye Zaroor Yaad Karo

Term	Matlab (Hindi)
Cell	Rows aur Columns ka intersection — jahan data likhte hain
Cell Address	Column Letter + Row Number — jaise A1, B2, C5
Row	Horizontal line — 1, 2, 3 ... numbered
Column	Vertical line — A, B, C ... lettered
Range	Multiple cells — jaise A1:A10 (A1 se A10 tak)
Worksheet	Ek Sheet tab — Sheet1, Sheet2
Workbook	Poori .ods file = ek workbook
Formula Bar	Top mein formula dikhta hai

Important Functions — Exam Ka Core

Function	Kaam	Example
=SUM	Sab numbers add karo	=SUM(A1:A10)
=AVERAGE	Average nikalo	=AVERAGE(B1:B5)
=COUNT	Numbers count karo	=COUNT(A1:A20)
=MAX	Sabse bada number	=MAX(C1:C10)
=MIN	Sabse chota number	=MIN(D1:D10)
=IF	Condition check karo	=IF(A1>50,"Pass","Fail")
=COUNTA	Text bhi count karo	=COUNTA(A1:A10)
=POWER	Power calculate karo	=POWER(2,3)=8

Important: Har formula = (equal sign) se shuru hota hai. Jaise =SUM(A1:A5) matlab A1 se A5 tak sab add karo.

[Calc Practice Test Do →](#)
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Calc Important Shortcuts — Exam Mein Aate Hain

Shortcut	Kaam	Shortcut	Kaam
Ctrl + S	Save karna	Ctrl + Plus	Cell insert karna
Ctrl + P	Print karna	Ctrl + Minus	Cell delete karna
Ctrl + Home	Pehle cell A1 par jaana	Ctrl+Alt+Enter	Cell mein nayi line
Ctrl + End	Last edited cell par jaana	Ctrl + Alt + C	Comment insert karna
Ctrl + ;	Aaj ki date insert karna	F7	Spell check karna
Ctrl+Shift+;	Abhi ka time insert karna	F5	Navigator show/hide
Ctrl + Tab	Agla Sheet dekho	Ctrl+Shift+3	Date format lagana
Ctrl + F2	Function Wizard kholna	Ctrl+Shift+4	Currency format
F2	Active cell edit karna	Ctrl+Shift+5	Percent format

Calc — Charts aur Data Features

Charts (Graph)

Data select karo → Insert menu → Chart. Types:

- ✦ Bar Chart
- ✦ Pie Chart
- ✦ Line Chart
- ✦ Column Chart
- ✦ Area Chart

Sorting

Data ko order mein lagana:

- ✦ **Ascending** — A se Z, 1 se 9
- ✦ **Descending** — Z se A, 9 se 1

Data menu → Sort se karte hain

Filter

Specific data dhundhna:

- ✦ **AutoFilter** — Simple filter
- ✦ **Standard Filter** — Complex conditions

Data menu → AutoFilter

Calc — Important Facts Table

Item	Value	Cell Reference Type	Example
Default Format	.ods	Relative Reference (default)	A1
MS Excel Format	.xls / .xlsx	Absolute Reference (\$)	
Template Format	.ots	Mixed Reference	ya A
Total Rows (Max)	10,48,576	Range	A1:B10
Total Columns (Max)	1024	Multiple Ranges	A1:A5;C1:C5
Total Sheets (Max)	10,000	Entire Column	A:A
Default Font	Liberation Sans	Entire Row	1:1
Default Font Size	10	Formula Start	= (equal sign)

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AutoFill Feature — Bahut Kaam Aata Hai!

AutoFill kya hai? Cell ke corner par fill handle (+ symbol) hota hai. Usse drag karo toh pattern automatically fill ho jaata hai.

Examples:

- ✦ 1, 2 → AutoFill → 3, 4, 5, 6...
- ✦ Jan, Feb → AutoFill → Mar, Apr, May...
- ✦ Mon, Tue → AutoFill → Wed, Thu, Fri...
- ✦ 10, 20 → AutoFill → 30, 40, 50...


Freeze Rows/Columns

Jab bahut bada data ho aur scroll karte waqt headings dekhni ho — View menu → Freeze Rows and Columns. Yeh headings screen par fixed rakhta hai.

Calc — Exam FAQ

Question	Answer
Formula shuru kaise hoti hai?	= se
Aaj ki date ka shortcut?	Ctrl + ;
Date format ka shortcut?	Ctrl+Shift+3
Currency format shortcut?	Ctrl+Shift+4
Function Wizard shortcut?	Ctrl + F2
Default file format?	.ods
Chart kahan se insert?	Insert → Chart
Sort kahan milta hai?	Data → Sort
Max rows kitne?	10,48,576
Max columns kitne?	1024

★ **Formula Examples (Zaroor Yaad Karo):** =SUM(A1:A10) | =AVERAGE(B1:B5) | =MAX(C1:C10) | =MIN(D1:D10) | =COUNT(A1:A20) | =IF(A1>50,"Pass","Fail") | =POWER(2,10) | =SQRT(16) = 4

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True / False Test

10Q

10 Questions Test

20Q

20 Questions Test

30Q

30 Questions Test

50Q

50 Questions Test

100Q

100Q Full Mock Test