

First Terminal Examination, 2019

Computer Science

Class – VII

Time: 2 hrs

Marks: 80

Question 1

a) Fill in the blanks

[5]

1. To enter a numeric value in text format type _____ before entering the value.
2. The horizontal lines running across a spreadsheet is called _____.
3. _____ keyboard shortcut is used to select the whole worksheet.
4. The storage capacity of Blu- ray disk having dual layer is _____.
5. Dates in Excel are stored as _____ format.
6. Formulae in Excel begins with _____ sign.
7. A rectangular box in an Excel worksheet is called _____.
8. In MS Excel, the Undo and Redo buttons are present in _____.
9. In MS Excel _____ bar is located at the top of the window.
10. The expanded form of PCB is _____.

[5]

b) Match the following

- | | |
|--|---------------------|
| 1. External Hardware | Optical disk |
| 2. Microprocessor | Output device |
| 3. Computer mouse movement | Impact printer |
| 4. Creates a digital form of any printed image | Command signals |
| 5. Monitor | Non impact printer |
| 6. Daisy wheel printers | Hard disk |
| 7. Inkjet printers | Scanners |
| 8. Plotters | Single silicon chip |
| 9. Control unit | Mickeys |
| 10. BD | VDU |

[5]

c) Write down the keyboard shortcuts for the following

- i) Redo
- ii) Paste
- iii) Undo
- iv) Cut
- v) Save

[10]

d) Name the following

1. A light sensitive input device which is used to interact with user interface elements on a computer screen.
2. The input device that is used for video conferencing.
3. The internal hardware component that has circular platters which are continuously spinning.
4. The device that is used to transfer from one computer to another.
5. The number of keys present in QWERTY keyboards.

6. The tab having commands to insert visuals and graphics into your document.
7. The two types of scroll bars in Excel worksheet.
8. The total no. of columns in Excel 2013.
9. The output device used by seismologists.
10. The type of printer that gives you high quality prints.

Question 2

a) Define the following with respect to MS Excel

i) Home tab ii) Spreadsheet iii) Cell pointer iv) Active cell v) Range of cells

[5 x 2 =

b) Write one difference for each of the following

[5 x 2 =

i) Hardware & Software

ii) Worksheet & Workbook

iii) Inkjet printer & Laser printer

iv) Hard copy & Soft copy

v) Touch pad & Touch screen

Question 3

a) State the use of the following:

1) SMPS 2) Modem 3) Formula bar 4) Insert tab 5) Name box

[5 x 2 =

b) Write short notes on the following :

1) Motherboard 2) Pen drive 3) RAM

[3 X 3 =

Question 4

a) How will you add new worksheets in a workbook

b) Name the four types of data that can be entered in an Excel worksheet.

c) Name any 6 mathematical operators used in Excel.

d) Write down the steps to:

i) open an existing workbook

ii) save a workbook

e) Explain briefly the three major parts of CPU.