

Greenlawns School Worli  
Terminal Examination  
Computer

Std : VII  
Date: 23/9/16

Marks : (80)  
Time: 11/2 hr

Q1.a) Fill in the blanks with an appropriate word. (Write only answers) (6)

- 1) A filename has two parts the \_\_\_\_\_ name and the file.
- 2) When you delete a file it goes to the \_\_\_\_\_
- 3) Keyboard \_\_\_\_\_ save time and let you do your work faster.
- 4) \_\_\_\_\_ formatting allows you to change the look of the overall document.
- 5) \_\_\_\_\_ line spacing option is twice that of \_\_\_\_\_ line spacing.
- 6) In \_\_\_\_\_ indent the first line is flush to the \_\_\_\_\_ margin.
- 7) A \_\_\_\_\_ \_\_\_\_\_ is where one page ends and another begins.
- 8) The \_\_\_\_\_ tool gets a closer look at the document.

b) Write true or false, if false write the correct statement. (6)

- 1) Clipart can be added in your header.
- 2) By default, Microsoft word has two columns.
- 3) It is possible to do calculation with text data.
- 4) Formulae are case sensitive
- 5) The header area appears in a dotted line.
- 6) The print window has a zoom option.
- 7) By default the spacing between lines is single.
- 8) A workbook can have only two worksheets.

Q2. Define the following.

- 1) Autofill (1)
- 2) Header (1)
- 3) File (1)
- 4) Control panel (2)
- 5) Indentation (2)
- 6) Cell Address (11/2)
- 7) Cell (1 ½)

Q3. Answer the following question.

- 1) What do you mean by a spread sheet software? (3)
- 2) What is a page margin? (2)
- 3) What does the file extension depict? (2 ½)
- 4) How does line spacing feature help in paragraphs? (2 ½)
- 5) Explain the Drop Cap effect? (1 ½)
- 6) What is a footer? (1 ½)
- 7) What do you mean by range of cells? (1)
- 8) What is a worksheet made up of? (1)
- 9) What is a Fill Handle? (2)
- 10) How does the count function work? (1 ½)
- 11) Explain the average function in Ms excel (1 ½)

Q4 a) State the formulas for the following functions (6)

- 1) Min
- 2) Count
- 3) Product
- 4) Average
- 5) Sum
- 6) Max

b) Given below are the signs of mathematical operators, identify and name them (3)

- 1) \*
- 2) %
- 3) ^
- 4) ( )
- 5) /
- 6) +

c) State the rules to be followed while using formulae (4)

Q5. Differentiate between the following with respect to its definitions. (5)

- 1) Folder and subfolder
- 2) Left Alignment and Right Alignment
- 3) Portrait orientation and Land scape orientation
- 4) Worksheet and Workbook
- 5) Left indent and Right Indent

Q6 a) Write the steps to find the total amount collected by the class for a class picnic (7)

b) Write the steps to count the number of classes that have contributed for charity. (3)

Q7. Fill in the blanks to complete the following steps (write only answers)

a. To uninstall the program (3)

- 1) Click on \_\_\_\_\_ and \_\_\_\_\_ in \_\_\_\_\_ panel window.
- 2) To \_\_\_\_\_ a program, select it from the \_\_\_\_\_
- 3) Click on the \_\_\_\_\_ button.

b. To change a file extension (3)

- 1) \_\_\_\_\_ the file
- 2) Click \_\_\_\_\_ tab → \_\_\_\_\_  
Save as \_\_\_\_\_ box appears.
- 3) Click the save as \_\_\_\_\_ down \_\_\_\_\_ key and select the file type you want.

c. To set the vertical alignment of the text (4)

- 1) On the page \_\_\_\_\_ tab, click \_\_\_\_\_ setup dialog box \_\_\_\_\_, and then click the \_\_\_\_\_ button.
- 2) In the \_\_\_\_\_ alignment box, click the option that you want.
- 3) In the \_\_\_\_\_ box, click whole \_\_\_\_\_ and then click \_\_\_\_\_

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