GREENLAWNS SCHOOL, WORLI
Terminal Examination -2017
COMPUTER SCIENCE

Std: VII   Marks: (80)
Date: 20/9/17   Time: 1 ½ hr
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Q1a. Fill in the blanks with an appropriate word (write only the answers)   (6)
   1. Each file in Excel is a _____.
   2. A _____ page is always added at the beginning of the document.
   3. _____ changes the look of the overall _____.
   4. By default, the spacing between lines is _____.
   5. Uninstall icon is in the _____ _____ window.
   6. By default, a word document has _____ column.
   7. The _____ tool gets a closer look at your document.
   8. _____ was the first computer spreadsheet.
   9. The _____, _____and insert function buttons appear on the formula bar.

b.   Name the tab and the group for the following commands: (copy the table)   (6)

Command	Tab	Group
1. To find sum of number in a range		
2. To filter the given data		
3. To insert cover page		
4. To set the alignment		
5. To adjust page setting		
6. To indent a paragraph		

Q2a. Given below are the types of boxes used in the flow charts. Draw and write the
      use of each box.   (6)
   1. Stop box
   2. Process box
   3. Connector
   4. Flow lines
   5. Input/ Output box

b.   Write down the extensions used to search the files   (2)
1.   Word files
2.   PowerPoint files
3.   Excel files
4.   Picture files

Q3a. State the keyboard shortcut to perform the following tasks: (6)
1. Show or hide desktop
2. Lock your PC
3. Maximise a current window
4. Launch window explorer
5. Send current window to screen's right
6. To print document

b. With respect to the print dialog box given below answer the questions that follow:
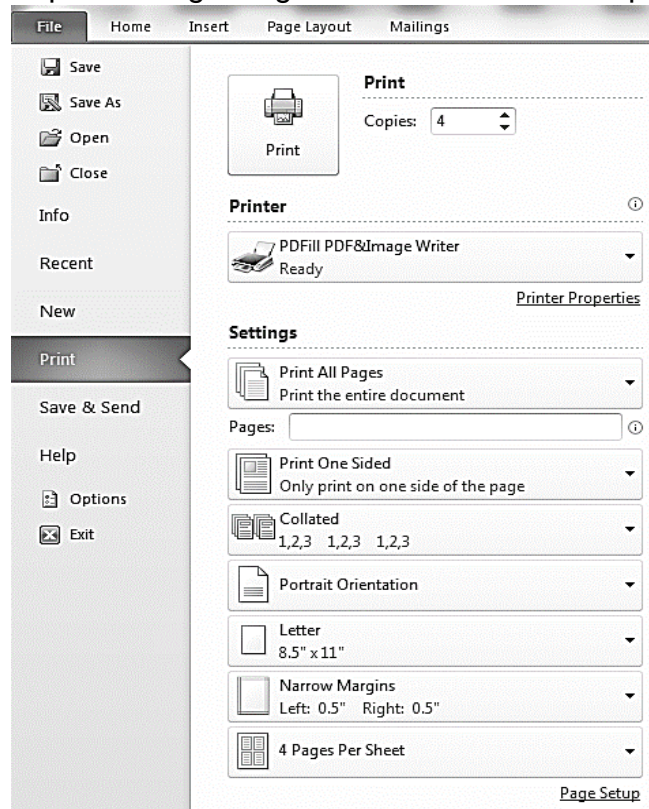
1. Write the steps to a print a document (4)
2. Name the different options to specify the printing of the document. (6)

c. Write down the example for the following function in Excel (4)
1. Minimum value in a set of number
2. Add all values in a range
3. Average of all the numbers in a range
4. To count number of values in a range.

Q4. Define the following
1. Algorithm (2)
2. Program (2)
3. Drop cap effect (2)
4. Header (2)
5. File (2)

Q5.   Answer the following questions
   1. Name the two parts of the file name. (2)
   2. What is the use of a search box? (3)
   3. What do you mean by margin? (2)
   4. What is the function of a formula bar in excel? (2)
   5. What is a cell in Ms Excel? (1)
   6. What is a constant? (2)
   7. What do you mean by LET statement? (2)
   8. Define numeric variable. (1)

Q6.   Write an algorithm to add two numbers. (5)

Q7.   Draw a flow chart for the above Q6 algorithm (5)

Q8.   Write a program to find the product of two numbers using let command. (5)

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Portion: Exploring windows, Advanced formatting in Ms Word, Ms Excel, Algorithm and Flow chart, Introduction to Qbasic.