

GREENLAWNS HIGH SCHOOL

COMPUTER TERMINAL EXAMINATION 2025

STD : 8 A,B,C

MARKS : 80

TIME : 2 HOURS

NOTE : ALL ANSWERS TO BE WRITTEN ON ANSWER SHEET.

QUESTION 1. A. MULTIPLE CHOICE QUESTIONS (20 MARKS)

- 1) _____ are graphical representations of files, applications or other items that can be clicked on to perform an action
 - a. Menus
 - b. Icons
 - c. Text boxes
 - d. Windows
- 2) A function in Excel is written with a name followed by _____
 - a. Brackets
 - b. Equal to
 - c. Hash
 - d. Dollar sign
- 3) An error displayed in excel begins with _____ sign.
 - a. Brackets
 - b. Equal to
 - c. Hash
 - d. Dollar
- 4) Use Excel's _____ tab to modify the chart type and its appearance.
 - a. Design

- b. Table
- c. Layout
- d. Insert

5) This process of drawing a flowchart for an algorithm is known as _____

- a) Flowchatting
- b) Flowcharting
- c) Flowing
- d) Flowrithm

6) The primary purpose of using charts in Ms Excel is _____

- a. To create text documents
- b. To send emails
- c. To represent data visually
- d. To play games

7) By default the title of the chart is at the _____

- a. Centre
- b. Left
- c. Right
- d. Bottom

8) Which of the following is an example of a relative cell reference in Excel ? _____

- a. \$B1
- b. \$B\$1
- c. B\$1
- d. B1

- 9) Which function in Excel allows you to combine two or more text into one ? _____
- a. CONCATE
 - b. CONCATENATE
 - c. CONCATNATE
 - d. CONCANATE
- 10) Which Excel function allows you to test a condition and perform different actions based on the outcome ? _____
- a. MAX
 - b. MIN
 - c. COUNT
 - d. IF
- 11) Which of the following is not a function of an operating system ?
- a. Video game development
 - b. Memory management
 - c. Security
 - d. Process management
- 12) _____ are used to connect one part of the flowchart to another
- a. Connectors
 - b. Start box
 - c. Processing box
 - d. Input box
- 13) _____ are areas where text can be typed or displayed
- a. Windows
 - b. Text boxes

c. Icons

d. Menus

14) _____ is a software that manages computer hardware and software resources.

a. Ms Excel

b. Algorithm

c. Operating System

d. Flowchart

15) _____ formulas allow you to extract a specific number of characters from the beginning or end of a cell's text.

a. MID

b. LEFT/RIGHT

c. CONCATENATE

d. LEN

16) Select the correct formula to add the cells A3 : D3

a. = A3 + B3 + C3 + D3

b. = A3:B3:C3:D3

c. A3 + B3 + C3 + D3

d. = A3 + D3

17) Features of an Algorithm are _____

a. Inputs and output should not be defined

b. Each step in algorithm should not be clear and understandable.

c. It should not contain program code.

d. All of the above

18) In a chart the _____ axis is typically the x-axis.

- a. Vertical
- b. Horizontal
- c. Top
- d. Bottom

19) _____ is used for checking or applying any condition in the program

- a. Processing Box
- b. Start box
- c. Decision box
- d. Flow Lines

20) _____ operating system is designed to run on devices with limit with resources, like smartphones, smart appliances and other IoT devices.

- a. Multi user
- b. Multi tasking
- c. Embedded
- d. Distributed

QUESTION 2. Name the following (10 MARKS)

- a. The type of user interface requires users to type commands into a terminal or command prompt
- b. The graphical representation in the form of symbols and diagrams of problem solving processes
- c. The tool in Excel that allows you to choose the type of chart you want to create and customize is appearance
- d. The type of chat which is best suited for showing the proportion of each category in a data set

- e. The type of operating system which is used in applications where precise timing is crucial such as industrial automation and robotics
- f. The type of user interface which is also known for its use of icons, menus and windows to simplify user interactions
- g. The sign used before the column letter and row number of the absolute cell reference
- h. The default cell reference used in formulas in Excel
- i. Example of common operating system (ANY 1)
- j. The step by step instructions for solving problems either in natural language or computer code

QUESTION 3 A. Define

(5 MARKS)

- a. Chart area
- b. Plot area
- c. Off Page Connector
- d. Gridlines
- e. Legend

B. Write the full forms of

(5 MARKS)

- a. DOS
- b. RTOS
- c. GUI
- d. CUI
- e. NLI

QUESTION 4 A. Write an algorithm for the following :

- Algorithm to accept a number and find the nos is odd or even. (5 MARKS)
- Write a algorithm to find area and perimeter of rectangle using formula area $l*b$, peri $=2*(l+b)$ (5 MARKS)

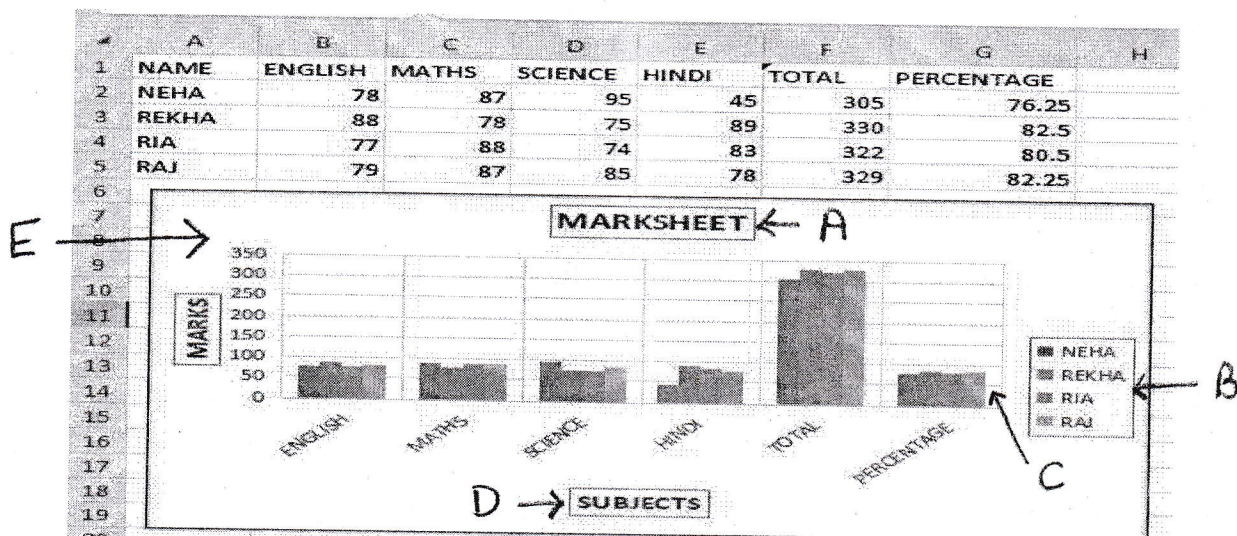
B. Draw a flowchart for the following :

- Flowchart for Division of two numbers. (5 MARKS)
- Flowchart for Average of three numbers. (5 MARKS)
- Flowchart to calculate sum, difference and product of two numbers. (5 MARKS)

QUESTION 5. Write the DOS commands for the following (5 MARKS)

- To create a directory/folder
- To see the list of all the DOS commands
- To change or open the directory/folder
- To get the command prompt on the screen
- To clear the screen

QUESTION 6 A. Label A,B,C,D and E (5 MARKS)



VIII A
VIII A

B. Comprehension Passage: "Understanding Netiquette"

(5 MARKS)

Today, the internet is an important part of our lives. We use it to study, play games, talk with friends, and share ideas. Because of this, it's important to behave properly when we are online. This is where *netiquette* comes in. Netiquette is a combination of the words "network" and "etiquette". It means the correct or polite way to behave on the internet.

Good netiquette means being respectful, kind, and thoughtful when you communicate online. For example, if you are in a group chat or class discussion, you should not interrupt others or use rude language. It's also important not to write in ALL CAPITAL LETTERS because it can look like you are shouting. Another rule is to respect people's privacy. You should not share someone's pictures, messages, or personal information without their permission.

Bad netiquette can lead to misunderstandings, hurt feelings, or even cyberbullying. That is why we should always think before we post or send a message. Remember, the person reading your message cannot see your face or hear your voice, so your words must be clear and polite.

Practicing good netiquette helps make the internet a safe and friendly place for everyone.

1. What is netiquette?
2. Why is netiquette important?
3. What is one example of good netiquette mentioned in the passage?
4. What should you do before posting or sending a message online?
5. What can happen if someone uses bad netiquette?