ORANGE

WORKSHEET ①

TOUCHPAD
MODULAR Ver. 2.1

CLASS 7

Chapter-1

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

TYPES OF SOFTWARE

A. Tick (✓) the correct option.

1. Which of these is used to keep the backup of files for emergency?

   a. Backup Utility ☐   b. Operating System ☐

   c. DBMS ☐   d. None of these ☐

2. Which one of these is not an operating system?

   a. CAD ☐   b. Linux ☐

   c. Windows ☐   d. DOS ☐

3. Which of these is an example of Application software?
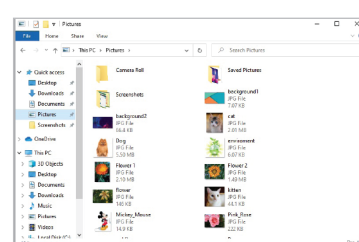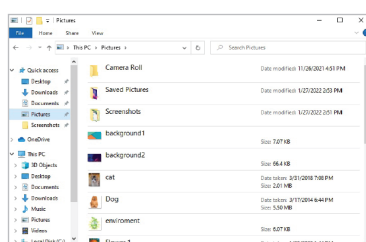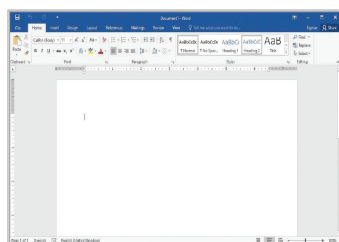
   a. MS Word ☐   b. Operating System ☐

   c. Utility ☐   d. Windows 10 ☐

B. Identify the following application software and write their names:

1. ....   2. ....   3. ....

C. Fill in the blanks using the hints given below:

Hints: DBMS, Inkspace, Operating system

1. .... is one of the Multimedia Software.

2. .... is used to create database.

3. .... serves an interface between the user and the hardware.

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TYPES OF SOFTWARE

A. Guess who am I?

1. I am a software used to create newspapers. . . . .

2. I am an Application software used to create presentation. . . . .

3. I am an Application software used to compress a large file into a file of smaller size. . . . .

B. Answer the following questions:

1. Write the names of two application software.

   . . . .

2. What is General Purpose Software?

   . . . .

3. What is the use of CAD?

   . . . .

C. Match the following software with their types:

Software name		Type
1. Kword	a.	DBMS
2. Corel	b.	Word Processors
3. Base	c.	Presentation Graphics

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CLASS 7

ADVANCED FEATURES OF WINDOWS 10

Chapter-2

A. **Tick (✓) the correct option.**

1. Which of the following views displays very large thumbnails of the files and folders?

   a. Extra Large Icons ☐   b. Large Icons ☐

   c. Tiles ☐   d. None of these ☐

2. Which of these window provides options for different hardware and software settings?

   a. Control Panel ☐   b. Fonts ☐

   c. Control ☐   d. None of these ☐

3. Which of the following is used to change date, time of the computer?
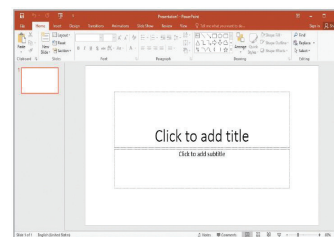
   a. Clock, Language ☐   b. Wild Card ☐

   c. Font ☐   d. None of these ☐

B. **Identify the following views and write their names:**

1. ....   2. ....   3. ....
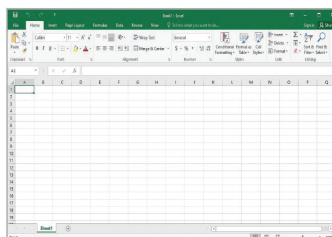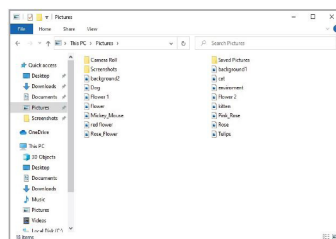
C. **Fill in the blanks using the hints given below:**

Hints: File, Question mark, Managing data

1. A .... is the basic unit of storage in windows.

2. The .... symbol allows to search a file in a computer.

3. Windows has simplified the task of .... in our computer.

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ADVANCED FEATURES OF WINDOWS 10

Chapter-2

CLASS 7

A. Guess who am I?

1.   I am a view which is used to display file and folders as small icons.   ....

2.   I am the shortcut key to open File Explorer.   ....

3.   I help to organise files and folders.   ....

B. Answer the following questions:

1.   Name two Wildcard characters.

   ....

2.   What is the use of Control Panel?

   ....

3.   What is a font?

   ....

C. Match the following:

1.   System and Security   a.   Special character

2.   Wild card   b.   Medium thumbnails

3.   Medium Icons View   c.   Setting the overall operations
                                        and security of Windows 10

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INTRODUCTION TO EXCEL 2016

Chapter-3

CLASS 7

A. Tick (✓) the correct option.

1. What is the intersection of a row and column called?

a. Row ☐   b. Column ☐

c. Cell ☐   d. None of these ☐

2. A cell that appears highlighted with dark black border is called ....

a. Active cell ☐   b. Deleted cell ☐

c. Main cell ☐   d. First cell ☐

B. Label the components of MS Excel 2016 window.
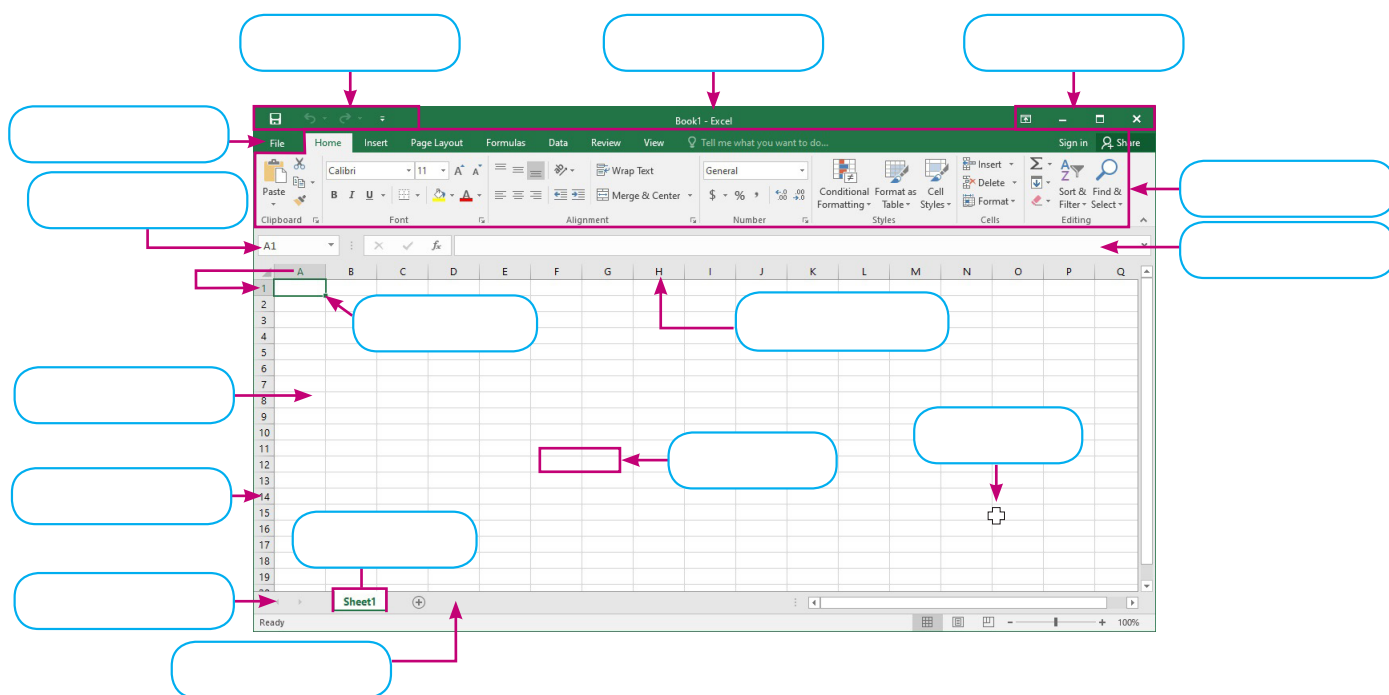
C. Fill in the blanks using the hints given below:

Hints: =, 10,48,576

1. A formula starts with an .... sign.

2. A worksheet contains .... rows.

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Chapter-3

INTRODUCTION TO EXCEL 2016

A. Write 'T' for true and 'F' for false.

1. By default, an Excel workbook contains 4 worksheets. ....

2. Letters A to Z, AA to AZ are the Row headings. ....

3. Rows are denoted by letters in a worksheet. ....

B. Answer the following questions:

1. What is MS Excel?

   ....

2. What is a formula?

   ....

3. How will you enter data in a worksheet?

   ....

4. What is a cell?

   ....

C. Match the following:

1. Merge & Center button   a. To move one screen up

2. Page Up   b. Home tab

3. Ctrl+Home   c. To move to the first cell of the topmost row.

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EDITING IN EXCEL 2016

Chapter-4

A. Define the following:

1. Formula Bar - ....

    ....

2. Cell - ....

    ....

3. Workbook - ....

    ....

B. Tick (✓) the correct option.

1. The currently selected cell that appears highlighted with dark black border is called ....

    a. Active cell ☐   b. Selected Cell ☐

    c. Main Cell ☐   d. Name Box ☐

2. By default, how many sheets are there in a Workbook?

    a. 2 ☐   b. 4 ☐

    c. 3 ☐   d. 1 ☐

3.   How many rows are there in a worksheet?

    a. 1048576 ☐   b. 148576 ☐

    c. 16384 ☐   d. None of these ☐

C. Write the steps to create a new workbook in MS Excel.

Step 1...

Step 2...

Step 3...

Step 4...

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EDITING IN EXCEL 2016

Chapter-4

A. Fill in the blanks using the hints given below:

Hints: Cell Styles, Select All, Insert, Merge & Center

1. The .... button on the Home tab is used to add a column into a worksheet.

2. We can apply a style on the cells by using the .... command on the Styles group under the Home tab.

3. We can select entire worksheet by clicking on the .... button.

4. We can use .... option in the Alignment group to combine two or more selected cells into a single cell.

B. Write 'T' for true and 'F' for false.

1. We cannot select more than one cell at a time in an Excel worksheet. ....

2. We can format number in a cell. ....

3. We cannot merge two or more cells. ....

4. AutoFill allows user to automatically fill a number or text series. ....

5. The contents of a cell can be moved or copied to other cells. ....

C. Answer the following questions:

1. What is the use of Copy command on the Home tab?

....

2. Which feature of MS Excel allows us to display multiple lines of text inside a cell?

....

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FORMULAS AND FUNCTIONS

Chapter-5

A. Complete the sentences.

1. Built-in formulas of Excel are called ....

2. Look up and reference functions locate ....

3. In Excel, Charts group exist in the ....

4. Parentheses make your formulas ....

5. Formulas in MS Excel begin with an ....

B. Write 'T' for true and 'F' for false. Correct the false statements.

1. Excel calculates expressions within parentheses at last.

    ....

2. The SQRT() function returns the square of the given number.

    ....

3. The UPPER() function is used to convert text string into lower case.

    ....

C. Match the following:

1. ABS(number)   a, Text function

2. RIGHT(text, num_chars)   b. Date and Time function

3. MIN(range)   c. Logical function

4. HOUR(time)   d. Mathematical function

D. Answer the following questions:

1. Name two elements of Formula.

    ....

2. What are two ways using which a range can be selected in a worksheet?

    ....

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FORMULAS AND FUNCTIONS

A. Explain the following:

1. SUM() - ....

2. Operators - ....

3. Mixed Referencing - ....

B. Tick (✓) the correct option.

1. Which one of the cell references can be included in relative reference?

    a. A3   ☐   b. A$1   ☐

    c. A4   ☐   d. $D6   ☐

2. The common functions like SUM, AVERAGE, MAX, MIN, can be accessed by using the down-arrow of the .... command.

    a. AutoSum   ☐   b. Insert   ☐

    c. Format   ☐   d. None of these ☐

C. Write the formula to:

1. Concatenate the text strings "Touch" and "Pad".

    ....

2. Find the maximum value from the 3, 5, 9, 10, and 13 values.

    ....

3. Find the current day from the date 7/23/2021.

    ....

4. Extract three characters from the right side of the text string "Concatenate".

    ....

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EXCEL AS DATABASE

Chapter-6

A. Read the clues and answer the following:

1. It is used to highlight cells that contain values greater than a particular value. ....

2. It is a way to arrange the data in ascending or descending order. ....

3. It is used to separate unwanted material from a mixture. ....

4. It is a shortcut key used to print the worksheet. ....

B. Circle the correct option.

1. The Add Level button is available under (Insert tab / Sort dialog box).

2. The (Conditional / Optional) Formatting option is available in Styles group under the Home tab.

3. The (Highlight Cells Rules / Data Bars) option is selected when you want to highlight all cells satisfying a given condition.

4. The filters once applied (can / cannot) be easily removed.

5. The filter can also be applied through Sort & Filter group under the (Data / Review tab).

C. Write the name of the command used to:

1. Add colour schemes to all selected cells slowly varying from top to bottom items.

   ....

2. Add icon sets to show which cells are acceptable, which are moderate and which need attention.

   ....

3. Add data bars to the cells having numeric data.

   ....

D. Name the following icons:

1. ....   2. ....

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Chapter-6

CLASS 7

EXCEL AS DATABASE

A. **Explain the following:**

1. Conditional Formatting- ....
....

2. Custom Sort - ....
....

3. Sorting - ....
....

B. **Tick (✓) the correct option.**

1. We use Sort A to Z option to sort ....

   a. Numbers ☐   b. Symbols ☐

   c. Text ☐   d. All of these ☐

2. Sort & Filter command exist under which tab of Editing group?

   a. Home ☐   b. Formula ☐

   c. Insert ☐   d. Review ☐

3. The Sort smallest to largest option is used to sort ....

   a. Numbers ☐   b. Symbols ☐

   c. Text ☐   d. None of these ☐

4. Sort & Filter group exist under the which tab?

   a. Home ☐   b. Data ☐

   c. Both (a) and (b) ☐   d. None of these ☐

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CHARTS IN EXCEL

A.   Read the clues and answer the following:

1.   It is a mathematical symbol used to start a formula in MS Excel. ....

2.   It is a type of charts in MS Excel that shows the correlation between two sets of values. ....

3.   It is a key which shows the meanings of symbols and colours used in the Chart. ....

4.   It is a built-in function that returns the current date. ....

5.   It calculates the maximum, minimum, average etc. of a set of numeric data. ....

B.   Circle the correct option.

1.   Absolute cell references in MS-Excel use the (dollar ($) / equal (=)) symbol.

2.   Built-in formulas in Excel are called (functions / methods).

3.   The (hash / exclamation) sign point separates the worksheet portion of the reference from the cell portion.

4.   Formula is visible in the (Status bar / Formula bar) when you select a cell that contains the result of the formula.

5.   (Statistical / Mathematical function calculates the average of a given set of numbers.

C.   Write the use of the following functions in MS Excel:

1.   LEN( ) – ....

2.   COUNT( ) – ....

3.   UPPER( ) – ....

4.   SQRT( ) – ....

D.   Identify the following icons of MS Excel:
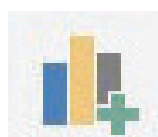
$$\Sigma$$

1.   ....   2.   ....

CHARTS IN EXCEL

A. Explain the following:

1. SUM() - ....

2. Operators - ....

3. Chart - ....

4. Legend - ....

B. Tick (✓) the correct option.

1. Which one of the cell references can be included in relative reference?

    a. A3 ⬜   b. A$1 ⬜

    c. A4 ⬜   d. $D6 ⬜

2. The common functions like SUM, AVERAGE, MAX, MIN, can be accessed by using the down-arrow of the .... command.

    a. AutoSum ⬜   b. Insert ⬜

    c. Format ⬜   d. None of these ⬜

C. Write the formula to:

1. Concatenate the text strings "Touch" and "Pad".

    ....

2. Find the maximum value from the 3, 5, 9, 10, and 13 values.

    ....

3. Find the current day from the date 7/23/2021.

    ....

4. Extract three characters from the right side of the text string "Concatenate".

    ....

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Chapter-8

CLASS 7

SERVICES ON INTERNET

A. Circle the correct option.

1. E-mail stands for (electronic / electric) mail.

2. The first VoIP service was developed in (1973 / 1963) by Danny Cohen.

3. In online community, newsgroup is the title given to a (news / discussion) group.

4. One of the popular websites which allow you to create blogs is (Gmail / Wordpress).

B. Read the clues and answer the following:

1. It is also known as Diary of Events.

   ....

2. It is just like a paper greeting card.

   ....

3. It is a service where the users are able to store and manage data on remote server in place of their local computer.

   ....

4. It is a criminal activity in which computers are used to do crime.

   ....

5. It is a technique of watching the person while talking to him.

   ....

C. Write one example of each of the following:

1. Cloud Storage Service - ....

2. E-Greetings Website - ....

3. Blogging Website - ....

4. Cybercrime - ....

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SERVICES ON INTERNET

Chapter-8

CLASS 7

A. **Write a short note on the following:**

1. Online Chatting - ....

   ....

2. Newsgroup - ....

   ....

3. Cloud Storage - ....

   ....

B. **Write two examples of the Cloud Storage Service.**

1. ....

2. ....

C. **Write the full form of the following:**

1. VoIP - ....

2. E-mail - ....

D. **Tick (✓) the correct option.**

1. Software cracking is considered illegal and cracked software is often called ....

   a. Custom Software ☐   b. Pirated Software ☐

   c. Genuine Software ☐   d. None of these ☐

2. Which of the following is a type of hacker?

   a. Black hat ☐   b. White hat ☐

   c. Both (a) and (b) ☐   d. None of these ☐

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CONDITIONAL STATEMENTS IN PYTHON

A.   Read the clues and answer the following:

1.   These are the reserved words that has specific function in a program.

    ....

2.   It is a memory location used to store a value.

    ....

3.   It specifies the type of value a variable can contains.

    ....

4.   It is a data type in Python to store numeric values.

    ....

5.   It is a special symbol in Python used to perform arithmetic or logical computation.

    ....

B.   Circle the correct option.

1.   A (dictionary / string) is a collection of key-value pairs.

2.   The (parenthesis / exponent) has the highest precedence.

3.   The second nested (if / else)indented block will run only when the first if condition evaluates to be true.

4.   If the condition evaluates to (true/ false), then the control of execution is passed to the next statement after the if block.

C.   Write the name of three types of conditional statements used in Python.

1.   ....

2.   ....

3.   ....

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CONDITIONAL STATEMENTS IN PYTHON

Chapter-9

A. Write syntax of the following:

1. if statement - ....

    ....

2. if...else statement - ....

    ....

3. nested if statement - ....

    ....

B. Tick (✓) the correct option.

1. What is the answer of the expression, 2**4-6//2?

    a. 13 ☐   b. 16 ☐

    c. 14 ☐   d. 13.5 ☐

2. .... are the reserved words in Python.

    a. Keywords ☐   b. Operators ☐

    c. Comments ☐   d. None of these ☐

3. Which of the following operator has the lowest precedence?

    a. AND ☐   b. + ☐

    c. // ☐   d. None of these ☐

C. Write a Python program to check whether a candidate is eligible for voting or not.

....

....

....

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