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## TYPES OF SOFTWARE

Chapter-1

CLASS 7

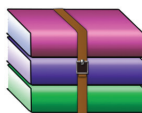
### A. Circle the correct option.

1. Software is another term for a (computer program / hardware).
2. Hardware refers to the (physical / program) components that make up a computer system.
3. (Software / Hardware) controls the computer and makes it do useful work.
4. Linux is a (system / utility) software.
5. CUI stands for (Character / Console) User Interface.

### B. Complete the sentences.

1. Utility software are provided as a part of .....
2. Software can be classified into two broad categories: system software and .....  
.....
3. A computer system is made up of both hardware and .....
4. Without an operating system, a computer is .....
5. Software used for keeping the backup files is called .....

### C. Identify and name the following software:



1. ....

2. ....

3. ....

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## ADVANCED FEATURES OF WINDOWS 10

Chapter-2

CLASS 7

### A. Tick (✓) the correct option.

- Which of the following helps us to organise and manage files and folders?
 

a. File Explorer	<input type="checkbox"/>	b. Subfolder	<input type="checkbox"/>
c. Data	<input type="checkbox"/>	d. Icons	<input type="checkbox"/>
- Which of the following views displays very large thumbnails of the files and folders?
 

a. Extra Large Icons	<input type="checkbox"/>	b. Large Icons	<input type="checkbox"/>
c. Tiles	<input type="checkbox"/>	d. None of these	<input type="checkbox"/>
- Which of the following symbols is used to replace only a single character while searching a file or folder?
 

a. *	<input type="checkbox"/>	b. ?	<input type="checkbox"/>
c. #	<input type="checkbox"/>	d. :	<input type="checkbox"/>

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

- Wildcard is a special character which is used to represent one or more characters while searching a file or folder. ....
- Data in a computer can be arranged in the form of files or folders. ....
- Appearance setting is used to install or uninstall programs on the computer. ....

### C. Answer the following questions:

- What is the use of the File Explorer window?  
.....
- Which category of the Control Panel window is used to add new font into the computer?  
.....
- Write the names of wildcard characters used to find a file or folder.  
.....

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## INTRODUCTION TO EXCEL 2016

Chapter-3

CLASS 7

### A. Tick (✓) the correct option.

- What is the another name of Excel file?
 

a. Workbook	<input type="checkbox"/>	b. Worksheet	<input type="checkbox"/>
c. Spreadsheet	<input type="checkbox"/>	d. None of these	<input type="checkbox"/>
- Cells arranged horizontally across the screen are called .....
 

a. Rows	<input type="checkbox"/>	b. Columns	<input type="checkbox"/>
c. Grids	<input type="checkbox"/>	d. None of these	<input type="checkbox"/>
- The intersection of a row and column is called .....
 

a. workbook	<input type="checkbox"/>	b. worksheet	<input type="checkbox"/>
c. cell	<input type="checkbox"/>	d. row	<input type="checkbox"/>

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

- MS Excel is the most suited program for documentation. ....
- A workbook may contain any number of worksheets according to the user's need. ....
- Letters A to Z, AA to AZ are the row headings. ....
- Status bar displays the currently selected commands. ....

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

**Hints:** Column, Name, Non-contiguous, Formula

- ..... bar is used to enter and edit formulas and perform calculations on worksheet.
- Cells arranged vertically across the screen are called .....
- ..... Cell Range is a collection of cells which are not adjacent to one another.
- The address of the active cell is displayed in ..... box.

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## EDITING IN EXCEL 2016

### Chapter-4

### CLASS 7

#### A. Complete the sentences.

1. The filter can also be applied through Sort & Filter group under the Data tab by selecting the .....
2. The Data Bars option is used to add data bars to the cells having .....
3. The Highlight Cells Rules option is used to highlight all cells satisfying a given .....
4. The Top/Bottom Rules option is used to highlight some top or bottom cells in a .....

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

1. Excel can arrange the selected data in ascending order only.  
.....
2. Conditional Formatting is used to separate unwanted material from a mixture.  
.....
3. The conditional formatting applied to a data can be cleared by selecting New Rule option.  
.....

#### C. Tick (✓) the correct option.

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

a. Numbers	<input type="checkbox"/>	b. Symbols	<input type="checkbox"/>
c. Text	<input type="checkbox"/>	d. All of these	<input type="checkbox"/>
2. The Sort & Filter command exist under the Editing group in the ..... tab.  

a. Home	<input type="checkbox"/>	b. Formula	<input type="checkbox"/>
c. Insert	<input type="checkbox"/>	d. Review	<input type="checkbox"/>

#### D. What is the difference between sorting data and filtering data?

.....  
.....

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## FORMULAS AND FUNCTIONS

### Chapter-5

### CLASS 7

#### A. Complete the sentences.

1. Built-in formulas of Excel are called .....
2. Look up and reference functions locate .....
3. Parentheses make your formulas .....
4. 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. Write the steps to name a cell range in MS Excel.

.....

.....

.....

.....

#### D. Write the names of two functions of each category:

- |                            |       |       |
|----------------------------|-------|-------|
| 1. Date and Time Functions | ..... | ..... |
| 2. Text Functions          | ..... | ..... |
| 3. Mathematical Functions  | ..... | ..... |
| 4. Statistical Functions   | ..... | ..... |

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## EXCEL AS DATABASE

### Chapter-6

### CLASS 7

#### A. Tick (✓) the correct option.

- Which of the following is called field in a database?
 

a. Column	<input type="checkbox"/>	b. Row	<input type="checkbox"/>
c. Cell	<input type="checkbox"/>	d. Worksheet	<input type="checkbox"/>
- Which of the following is a window used to display or enter a record in an Excel worksheet?
 

a. Row	<input type="checkbox"/>	b. Form	<input type="checkbox"/>
c. Textbox	<input type="checkbox"/>	d. None of these	<input type="checkbox"/>
- Which of the following options is used to search a record in a form?
 

a. New	<input type="checkbox"/>	b. Criteria	<input type="checkbox"/>
c. Clear	<input type="checkbox"/>	d. None of these	<input type="checkbox"/>

#### B. Answer the following questions:

- What is conditional formatting? Name any four criteria which can be used while applying conditional formatting?  
 .....  
 .....
- What is the use of Pivot Tables?  
 .....  
 .....
- What is Data Validation?  
 .....  
 .....
- Write the steps to delete a record.  
 .....  
 .....

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## CHARTS IN EXCEL

### Chapter-7

### CLASS 7

#### A. Tick (✓) the correct option.

- Which chart is used to display the quantitative magnitude of the data graphically?
 

a. Area	<input type="checkbox"/>	b. Line	<input type="checkbox"/>
c. Scatter	<input type="checkbox"/>	d. Bar	<input type="checkbox"/>
- ..... can be either horizontal or vertical lines.
 

a. Legend	<input type="checkbox"/>	b. Guidelines	<input type="checkbox"/>
c. Labels	<input type="checkbox"/>	d. Plot Area	<input type="checkbox"/>
- Which of the following is used to display the data in the form of long rectangular rods?
 

a. Bar chart	<input type="checkbox"/>	b. Line chart	<input type="checkbox"/>
c. Scatter chart	<input type="checkbox"/>	d. None of these	<input type="checkbox"/>

#### B. Define the following:

- Data series - .....
- Legend - .....
- Gridlines - .....

#### C. Match the following:

- |                          |   |
|--------------------------|---|
| 1. Area chart            | a. Show the meaning of symbols and colours in chart |
| 2. Pie chart             | b. Quantitative magnitude of data                   |
| 3. XY Scatter Plot chart | c. Sector showing relative size of each value       |
| 4. Legend                | d. Correlation between two sets of values           |

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## SERVICES ON INTERNET

Chapter-8

CLASS 7

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

1. Blogging - .....  
.....
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. Match the following:

- |                           |                |
|---------------------------|----------------|
| 1. Cloud Storage          | a. Quora       |
| 2. Modes of payment       | b. OneDrive    |
| 3. Question & Answer site | c. Net Banking |



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## CONDITIONAL STATEMENTS IN PYTHON

Chapter-9

CLASS 7

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

1. Nested if statement - .....
2. if...elif...else statement - .....
3. if else statement - .....

### B. Fill in the blanks using the hints given below:

**Hints:** If, Four, Top-down, Python Programming, Conditional

1. The ..... statements are used as decision making statements in Python.
2. The ..... statement is the simplest conditional statement.
3. The if...elif...else ladder follows a ..... approach.
4. The statement print ("Python"+"Programming") will print .....
5. There are ..... conditional statements are available in Python.

### C. Write a Python program to print all the element of the following sequence.

['a','e','i','o','u']

.....

.....

.....

.....

.....

Grade:



Teacher's Signature: \_\_\_\_\_