

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

COMPUTER—HARDWARE COMPONENTS

Chapter-1

CLASS 7

A. Tick (✓) the correct option.

1. Which of the following is not a type of printer?

a. Laser

☐

b. Inkjet

☐

c. Dot matrix

☐

d. Drum

☐

2. Which of the following is not an internal hardware component?

a. CPU

☐

b. Graphic Tablet

☐

c. Video Card

☐

d. SMPS

☐

3. Which of the following is not an Output device?

a. Laser Printer

☐

b. Flatbed Plotter

☐

c. Microphone

☐

d. Speakers

☐

4. Which of the following has highest storage capacity?

a. Blu-Ray Disc

☐

b. CD-ROM

☐

c. CD-RW

☐

d. DVD

☐

B. Define the following:

1. Hardware:

2. Motherboard:

3. Output Devices:

C. Identify the following disk drives:



1.



2.



3.

Grade: ☆ ☆ ☆ ☆ ☆

Teacher's Signature: _____

COMPUTER—HARDWARE COMPONENTS

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

Hints: serial port, scanner, sound card, Graphic Tablet, 3D Camera,

1. A is located inside the CPU box and used to convert the sound into digital data and vice versa.
2. A is used to transfer data in or out sequentially one bit at a time.
3. is a real sense device that can measure distances.
4. is a device that helps to input printed pictures and text into the computer by reading them.
5. allows to directly draw on a computer screen.

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

1. A virtual keyboard is actually a software component.
2. A finger mouse is operated by thumb.
3. Pen Drive has a storage capacity of upto 1TB.
4. Flatbed scanner allows you to scan a stack of papers.
5. Inkjet printers work like a type writer.

C. Identify the following as input and output devices:





WORKSHEET 1

TRACKGPT
iPRO Ver. 5.0

Chapter-2

CLASS 7

NUMBER SYSTEM

A. Match the following.

- | | |
|------------------------------|------------|
| 1. Binary number system | a. base 16 |
| 2. Octal number system | b. base 2 |
| 3. Decimal number system | c. base 8 |
| 4. Hexadecimal number system | d. base 10 |

B. Circle the correct option.

- The digital computer represents all kinds of data and information in (binary / decimal) numbers.
- The (binary / decimal) number system consists of ten digits from 0 to 9.
- (Decimal / Octal) number system is used as a shorthand representation of long binary numbers.
- The (hexadecimal / octal) number system consists of 16 digits from 0 to 9 and A to F.
- The positional value of each digit in octal number is (twice / thrice) the place value.

C. Write the full form of the following:

- MSD –
- LSD –

D. Extract the binary number from the following example and write below:

2	64
2	32 – 0
2	16 – 0
2	8 – 0
2	4 – 0
2	2 – 0
	1 – 0

Binary number is:

Grade: ☆ ☆ ☆ ☆ ☆

Teacher's Signature:

NUMBER SYSTEM

A. Define the following:

1. Number system-
2. Radix-
3. Binary addition-

B. Tick (✓) the correct option.

1. Base 2 is another name for the

a. Binary number system	<input type="checkbox"/>	b. Decimal number system	<input type="checkbox"/>
c. Hexadecimal number system	<input type="checkbox"/>	d. None of these	<input type="checkbox"/>
2. In binary addition, $1 + 1 =$

a. 0	<input type="checkbox"/>	b. 10	<input type="checkbox"/>	c. 1	<input type="checkbox"/>	d. 11	<input type="checkbox"/>
------	--------------------------	-------	--------------------------	------	--------------------------	-------	--------------------------
3. Which of the following is a valid octal number?

a. 183	<input type="checkbox"/>	b. 965	<input type="checkbox"/>	c. 983	<input type="checkbox"/>	d. 345	<input type="checkbox"/>
--------	--------------------------	--------	--------------------------	--------	--------------------------	--------	--------------------------
4. In binary number system, 1 Nibble is equal to

a. 4 bits	<input type="checkbox"/>	b. 8 bits	<input type="checkbox"/>	c. 16 bits	<input type="checkbox"/>	d. 1 bit	<input type="checkbox"/>
-----------	--------------------------	-----------	--------------------------	------------	--------------------------	----------	--------------------------
5. The digital computer represents all kinds of data and information in numbers.

a. binary	<input type="checkbox"/>	b. hexadecimal	<input type="checkbox"/>
c. decimal	<input type="checkbox"/>	d. None of these	<input type="checkbox"/>

C. Convert the decimal number 44 into binary number.

.....

.....

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

COMPUTER VIRUS

Chapter-3

CLASS 7

A. Define the following:

1. Trojan Horse-
2. Root kit-
3. Worms-

B. Tick (✓) the correct option.

1. Which of the following is not a type of virus?

a. Macro virus	<input type="checkbox"/>	b. Boot-sector virus	<input type="checkbox"/>
c. Memory virus	<input type="checkbox"/>	d. Program file virus	<input type="checkbox"/>
2. Which of the following is a malware that gains administrator access to the host system?

a. Spyware	<input type="checkbox"/>	b. Rootkit	<input type="checkbox"/>
c. Backdoor	<input type="checkbox"/>	d. Trojan Horse	<input type="checkbox"/>
3. Which of these infects executable files to make them unusable or damage permanently?

a. Macro virus	<input type="checkbox"/>	b. Boot-sector virus	<input type="checkbox"/>
c. Program file virus	<input type="checkbox"/>	d. Memory virus	<input type="checkbox"/>

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

1. Firewall is a software based network security system.
2. A set of programs that identify and remove malware are known as Antivirus.
3. Spyware is not a type of malware.
4. No virus can infect the boot sector or the Master Boot Record.

COMPUTER VIRUS

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

1. A virus cannot replicate itself.
2. AVG is a malware program.
3. Ransomware is an antivirus software.
4. We should scan our computer regularly.

B. Tick (✓) the correct option.

1. Which of the following is an antivirus?

a. Worms	<input type="checkbox"/>	b. Norton	<input type="checkbox"/>
c. Trojan	<input type="checkbox"/>	d. None of these	<input type="checkbox"/>
2. Which of the following can damage the computers?

a. Antivirus	<input type="checkbox"/>	b. Firewall	<input type="checkbox"/>
c. Malware	<input type="checkbox"/>	d. All of the above	<input type="checkbox"/>
3. Which software controls the incoming and outgoing network traffic?

a. Firewall	<input type="checkbox"/>	b. Ransom	<input type="checkbox"/>
c. Norton	<input type="checkbox"/>	d. None of these	<input type="checkbox"/>
4. is a type of computer virus that transmits from one computer to another through e-mails.

a. Boot Sector	<input type="checkbox"/>	b. File-infecting	<input type="checkbox"/>
c. E-mail	<input type="checkbox"/>	d. All of the above	<input type="checkbox"/>

C. Write any five harms caused by Computer Viruses.

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

ETHICS AND SAFETY MEASURES IN COMPUTING

A. Tick (✓) the correct option.

- Which of the following is not a type of cyber crime?

a. Spam attack	<input type="checkbox"/>	b. Cyber bullying	<input type="checkbox"/>
c. Netiquettes	<input type="checkbox"/>	d. Phishing	<input type="checkbox"/>
- The validity of is for 10 years and can be renewed after that.

a. Patent	<input type="checkbox"/>	b. Trademark	<input type="checkbox"/>
c. Copyright	<input type="checkbox"/>	d. Digital footprints	<input type="checkbox"/>
- Which of these is an online discussion site where people with same interests can post messages?

a. E-learning	<input type="checkbox"/>	b. Forum	<input type="checkbox"/>
c. Phishing	<input type="checkbox"/>	d. Plagiarism	<input type="checkbox"/>

B. Define the following:

- Cyber Crimes
- Computer Ethics
- Digital Footprints

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

- A computer virus is also known as a Digital dossier.
- Copyright is the legal right given exclusively to the person for a fixed number of years.
- Software Piracy is not illegal use of software.
- Spam are unwanted mails we receive.
- Internet has no disadvantages.

ETHICS AND SAFETY MEASURES IN COMPUTING

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

Hints: Spams, Software piracy, encryption, Proprietary, Cyberbullying

1. is the use of electronic media such as smartphones, computers etc. to harass or attack a person.
2. software is also known as closed-source software.
3. means illegal use of software.
4. The process of transforming data into unreadable code to maintain privacy is called
5. are the unwanted mails we receive from the companies who want to advertise their product.

B. Read the given clues and answer the following questions.

1. It is the unauthorised access to computer system for the purpose of destroying the system or stealing important information.
.....
.....
2. It is a symbol or word legally registered or established and used as representing a company or a product.
.....
.....
3. The person who breaks into the computer system for stealing important information.
.....
.....

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

Chapter-5

CLASS 7

SPREADSHEETS—AN INTRODUCTION

A. Explain the following:

1. Block
2. Active cell
3. Column Heading

B. Tick (✓) the correct option.

1. Which of the following are in-built formulas in Excel 2021?

a. Functions	<input type="checkbox"/>	b. Auto fill	<input type="checkbox"/>
c. Ribbon	<input type="checkbox"/>	d. Name Box	<input type="checkbox"/>
2. We can also save the workbook by pressing keys.

a. Ctrl+S	<input type="checkbox"/>	b. Ctrl+A	<input type="checkbox"/>
c. Ctrl+P	<input type="checkbox"/>	d. Ctrl+B	<input type="checkbox"/>
3. Which of these is a collection of worksheets?

a. Workbook	<input type="checkbox"/>	b. Cell range	<input type="checkbox"/>
c. Block	<input type="checkbox"/>	d. Cell	<input type="checkbox"/>
4. Which of the following is a collection of two or more cells?

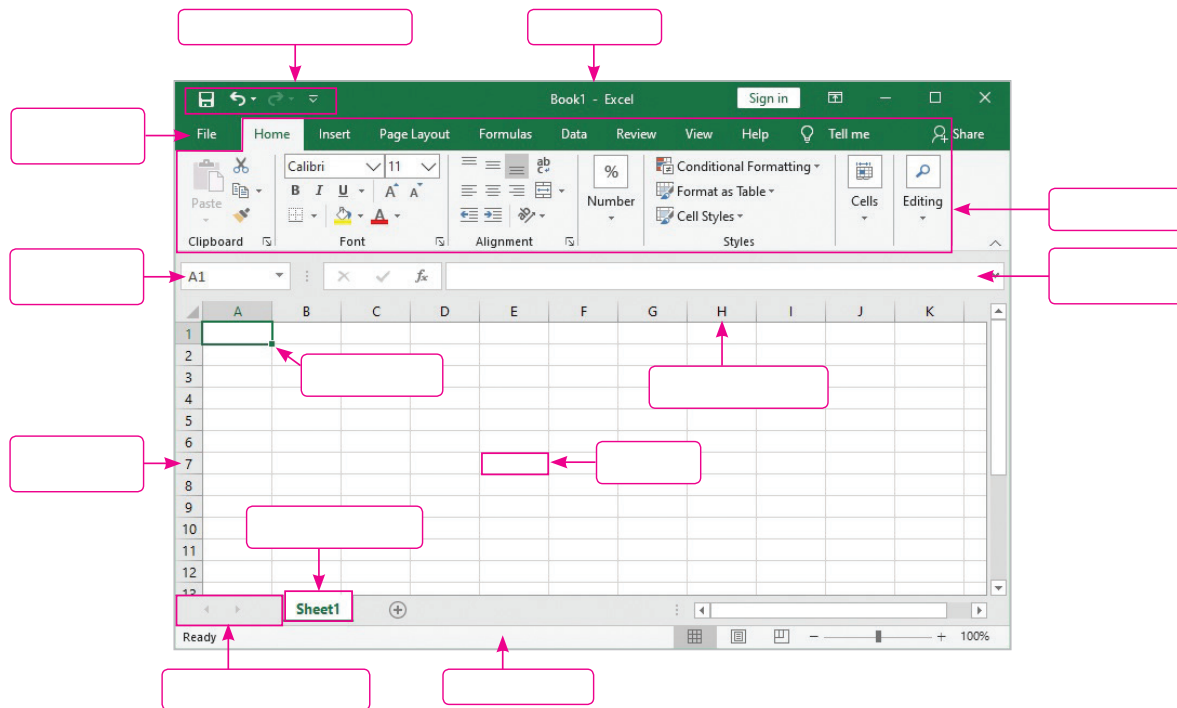
a. Workbook	<input type="checkbox"/>	b. Cell range	<input type="checkbox"/>
c. Block	<input type="checkbox"/>	d. Cell	<input type="checkbox"/>

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

1. Worksheet navigation buttons are located on the right side of the worksheet tab.
2. A group of cells when selected forms a rectangle which is called a block.
3. An excel file is called workbook.

SPREADSHEETS—AN INTRODUCTION

A. Label the following components of Excel 2021 interface.



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

Hints: Editing, Cells, Delete, Column, Number

- To edit any content, you have to select the
- To select a column, place the mouse pointer on the header.
- Time and date can be entered in a cell from group under Home tab.
- To delete the contents of cells, select the cells and press the key.
- The Fill button is in the group under Home tab.

C. Answer the following questions:

- List any two features of Excel 2021.
.....
- What is a cell range? How can you select a range of cells using the mouse?
.....

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

Chapter-6

CLASS 7

MORE ON SPREADSHEETS

A. Define the following:

1. Cut Command
2. Undo feature
3. Order of operation

B. Tick (✓) the correct option.

1. Excel 2021 follows BEDMAS rule for doing mathematical calculations, where E stands for

a. Exponentiation	<input type="checkbox"/>	b. Equal	<input type="checkbox"/>
c. Edge	<input type="checkbox"/>	d. Equivalent decimals	<input type="checkbox"/>
2. Numbers or text values that do not change are known as

a. References	<input type="checkbox"/>	b. Constants	<input type="checkbox"/>
c. Operators	<input type="checkbox"/>	d. Variables	<input type="checkbox"/>
3. An active cell has a border around it.

a. Green	<input type="checkbox"/>	b. Blue	<input type="checkbox"/>
c. Black	<input type="checkbox"/>	d. None of these	<input type="checkbox"/>

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

1. Excel 2021 saves your ten most recently selected custom colours.
2. AutoFill feature automatically fills a series of data in your worksheet.
3. Border button displays the frequently used border style.
4. Font group is present under Home tab.
5. In Excel, the format of a cell is separate from the data that is stored in the cell.

Grade: ★ ★ ★ ★ ★

Teacher's Signature: _____

MORE ON SPREADSHEETS

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

1. You cannot enter a series of number using Autofill feature.
2. You cannot select a range using a mouse.
3. The date and time formats are given in the category box.
4. You can change the contents of the cell by clicking in the formula bar.
5. Moving the cells data means deleting it from original position.

B. Locate six features of Excel 2021 in the grid.

W	R	A	P	T	E	X	T	T	F	J	A
R	V	G	E	U	R	E	T	I	O	O	U
A	H	T	G	M	F	D	R	M	R	C	T
M	N	X	C	O	L	U	M	N	M	E	O
T	B	F	R	F	W	S	W	J	U	M	F
M	E	R	G	I	N	G	C	E	L	L	I
X	O	U	M	N	L	H	E	K	A	F	L
T	C	E	L	L	N	I	I	B	S	I	L

C. Answer the following questions:

1. Write steps to select a row.
.....
.....
2. Write the steps to merge cells
.....
.....

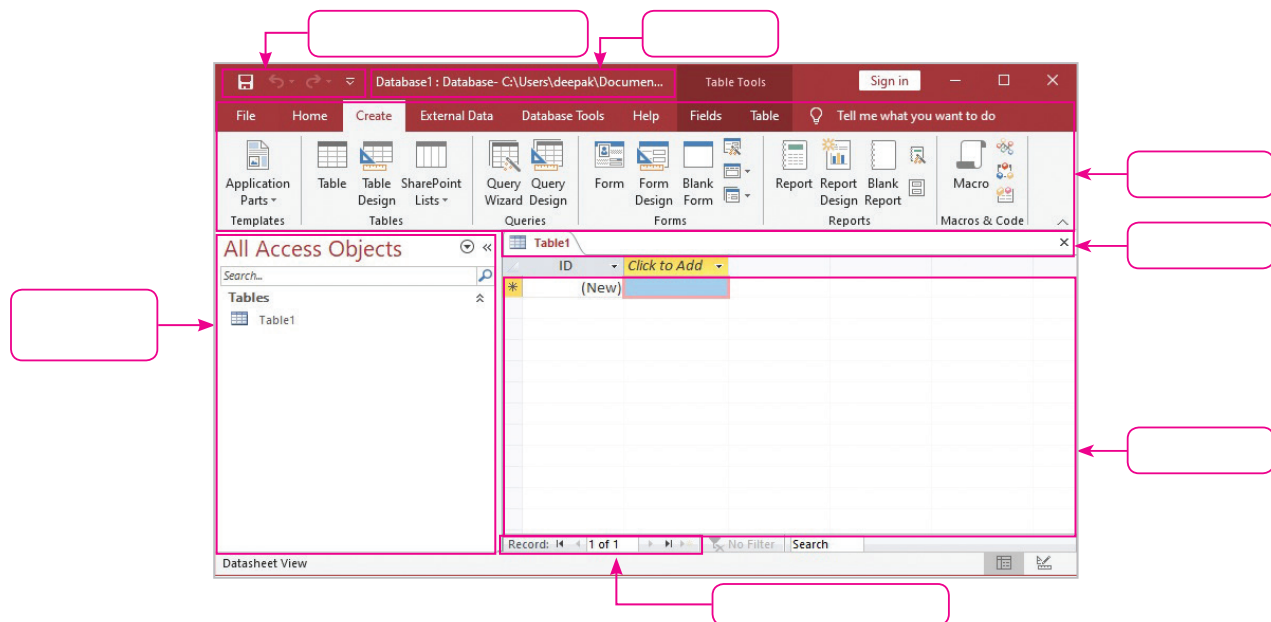
Name: _____
Roll No: _____
Class: _____ Section: _____ Date: _____

DATABASE AND DBMS—AN INTRODUCTION

A. Read the clues and answer the following:

1. It is a type of database that contains records having small number of fields without any structured relationship between them.
2. It is a type of database that stores data in several tables and links those tables together to get a common piece of information.
3. He gave a set of thirteen rules (Codd's rules) to define a Relational Database Management System.
4. It is a group of related data organised in columns and rows in a database.
5. It is a unique field by which the records are uniquely identified in a table.

B. Label the following:



Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

DATABASE AND DBMS—AN INTRODUCTION

Chapter-7

CLASS 7

A. Define the following:

1. Access 2021
2. Work Area
3. Templates

B. Tick (✓) the correct option.

1. Which of the following is not a Access 2021 object?

a. Query	<input type="checkbox"/>	b. Report	<input type="checkbox"/>
c. Form	<input type="checkbox"/>	d. Database	<input type="checkbox"/>
2. Which of the following is the correct way to start Access 2021?

a. Start → All Programs → Office 2021 → Access 2021	<input type="checkbox"/>
b. Start → All Programs → Access 2021 → Office 2021	<input type="checkbox"/>
c. Start → All Programs → Office 2021 → Access 2021	<input type="checkbox"/>
d. None of these	<input type="checkbox"/>
3. Which button helps in navigating through the records?

a. Navigation	<input type="checkbox"/>	b. Control	<input type="checkbox"/>
c. Object	<input type="checkbox"/>	d. Database	<input type="checkbox"/>
4. Which of the following ways is used to create a table in Access 2021?

a. Design View	<input type="checkbox"/>	b. Datasheet View	<input type="checkbox"/>
c. Templates	<input type="checkbox"/>	d. All of these	<input type="checkbox"/>

MORE ON ACCESS

A. Circle the correct option.

1. Form / Design View is used to enter, edit and view data.
2. Relationship / Select Query retrieves data from one or more tables.
3. Oracle / SQL is a computer language for relational database and data manipulation which is used to insert, update and modify data.
4. Criteria / Sort displays the condition on the basis of which the records will be filtered and displayed in the query output.

B. Read the clues and answer the following:

1. It is used to set multiple conditions in a query.
.....
2. It displays the name of the existing tables in the relationship window.
.....
3. It is the first row of the design grid that displays the selected field names from the table.
.....
4. It is a column in one table that must match the Primary Key of another table.
.....
5. It is a query that uses a row headings and column headings so that you can see your data in terms of two categories at once.
.....

C. Write the names of three views in which a form can be displayed.

1.
2.
3.

MORE ON ACCESS

A. Define the following:

1. Action Query
2. Foreign Key
3. SQL

B. Tick (✓) the correct option.

1. Which of the following is a type of query in Access 2021?

a. Select Query	<input type="checkbox"/>	b. Parameter Query	<input type="checkbox"/>
c. Action Query	<input type="checkbox"/>	d. All of these	<input type="checkbox"/>
2. Which of these types of forms is useful in creating navigational menu systems?

a. Multiple Items	<input type="checkbox"/>	b. Split form	<input type="checkbox"/>
c. Modal Dialog	<input type="checkbox"/>	d. Datasheet	<input type="checkbox"/>
3. Which of these views is used to change the appearance and size of various controls of a form?

a. Layout View	<input type="checkbox"/>	b. Design View	<input type="checkbox"/>
c. Form View	<input type="checkbox"/>	d. All of the above	<input type="checkbox"/>

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

1. Sort parameter displays the name of the existing tables in the relationship window.
2. We can run the query by clicking on the Report button.
3. Split Form type is useful in creating navigational menu systems.



WORKSHEET 1

TRACKGPT
iPRO Ver. 5.0

Chapter-9

CLASS 7

LISTS AND TABLES IN HTML

A. Circle the correct option.

1. An unordered list is also called bulleted / numbered list.
2. The / tag is used to define an unordered list.
3. A list is a collection of related / different items.
4. The default bullet style is Disc / Square in HTML.
5. The <TR> / <TD> tag is used for defining table rows in HTML.

B. Read the clues and answer the following:

1. It is a combination of rows and columns in HTML.

.....

2. It is a tag used for defining the title of a table.

.....

3. It is an attribute used to give color to the border of the table.

.....

4. It is a tag used to define an item in the list.

.....

5. It is a tag used for defining table headings.

.....

C. Identify the type of lists and write their names:

1. Apple
2. Mango
3. Orange
4. Banana

- Sweaters
- Caps
- Gloves
- Jackets

1. Beverages
 - Cold Drinks
2. Cappuccino
 - Hot Drinks

.....

Grade:



Teacher's Signature: _____

LISTS AND TABLES IN HTML

A. Write the full form of the following:

1. <TR> -
2. <DT> -
3. <DL> -

B. Tick (✓) the correct option.

1. Which of these tags is used for defining the title of the table?

a. <TR>	<input type="checkbox"/>	b. <TD>	<input type="checkbox"/>
c. <CAPTION>	<input type="checkbox"/>	d. <TH>	<input type="checkbox"/>
2. Which of these is not an attribute of the <TD> tag?

a. BORDER	<input type="checkbox"/>	b. WIDTH	<input type="checkbox"/>
c. ROWSPAN	<input type="checkbox"/>	d. ALIGN	<input type="checkbox"/>
3. Identify the incorrect statement from the following:

a. "justify" – stretches the content so that each character has equal width.	<input type="checkbox"/>
b. "center" –aligns text to the center of the cell.	<input type="checkbox"/>
c. "left" – aligns text to the left edge of the cell.	<input type="checkbox"/>
d. None of these	<input type="checkbox"/>
4. The attribute is used to give color to the border of the table.

a. Bordercolor	<input type="checkbox"/>	b. Bgcolor	<input type="checkbox"/>
c. Color	<input type="checkbox"/>	d. All of these	<input type="checkbox"/>
5. Which of the following attributes is used to align the position of text in the cell vertically?

a. Align	<input type="checkbox"/>	b. Valign	<input type="checkbox"/>
c. Cellpadding	<input type="checkbox"/>	d. Cellspacing	<input type="checkbox"/>

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

Chapter-10

CLASS 7

MORE ON HTML

A. Circle the correct option.

1. HTML allows you to insert images inside the web pages through the / <IMAGE> tag.
2. The ALT / SRC attribute specifies the source or URL of the image that has to be inserted in the web page.
3. HTML allows / does not allows you to move your objects left, right, up, and down.
4. Hyperlink text is generally seen in blue / green colour.

B. Read the clues and answers the following.

1. It is an attribute that indicates the speed of the moving object.
.....
2. It is an attribute that allows you to set the direction in which the object will move.
.....
3. It is a tag used for creating links, that is, hyperlinking in HTML web pages.
.....
4. It is an attribute that specifies the thickness of the border surrounding the image.
.....
5. It is an attribute that have three values, which are SLIDE, SCROLL and ALTERNATE.
.....

C. Write the HTML code to create a web page that has an image "lily.jpg" on the right side.

.....

.....

.....

.....

Grade: ☆ ☆ ☆ ☆ ☆

Teacher's Signature: _____

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

Chapter-10

CLASS 7

MORE ON HTML

A. Write the tag to:

1. Move an object or text on the Web page.
2. Insert an image on the Web page.
3. Create a hyperlink.
4. Divide a browser window into many sections.

.....

.....

.....

.....

B. Tick (✓) the correct option.

1. Which attribute specifies the alternate text to be displayed in the web browser, if the provided image is not found?

a. SRC

☐

b. ALT

☐

c. ALTERNATE

☐

d. None of these

☐

2. Which of the following attributes of the <FRAMESET> tag is used to divide the window into vertical frames?

a. SRC

☐

b. ROWS

☐

c. COLS

☐

d. FRAMES

☐

3. To create a hyperlink to an email, which of the following options is used with the email address of the recipient.

a. MAILTO

☐

b. MAIL

☐

c. Both a and b

☐

d. None of these

☐

C. Match the following:

- | | |
|---------------------------------|---------------|
| 1. Create drop down list | a. <TEXTAREA> |
| 2. Create the form boundary | b. <MARQUEE> |
| 3. Create a multi-line text box | c. <OPTION> |
| 4. To insert moving text | d. <FORM> |

Grade: ☆ ☆ ☆ ☆ ☆

Teacher's Signature: _____