Std: VII   **Marks: 20**
Sub: Computer

A]   **Multiple Choice Questions**   **[6 X ½ = 3]**
1. _____ is an example of application software.
    (a) MS DOS   (b) Norton   (c) Oracle

2. _____keys open Task Manager window.
    (a) Ctrl+ Alt   (b) Shift + Delete (c) Ctrl+ Alt+ Delete

3. _____ option is used to send a copy of the selected file to different locations.
    (a) Copy   (b) Send to   (c) New

4. _____function returns the largest value in a given range of cells.
    (a) MIN   (b) MAX   (c) SUM

5. SUM,AVERAGE,MAX and MIN are _____ functions.
    (a) Statistical   (b) Logical   (c) none of these

6. Short key to print a chart or a worksheet is_____.
    (a) Ctrl + F2   (b) Ctrl + P   (c) Ctrl + A

B]   **Fill in the blanks**   **[4 X ½ = 2]**
1._____ is used to display video, images or computer data on a larger screen.
2. You can open Windows Explorer Directly from the _____.
3. An absolute referencing is specified by using _____ sign
4. Chart Styles group is present in _____ tab of the Ribbon.

C]   **Quiz**   **[4 X 1 = 4]**
1. How many bits make one byte?
2. In which menu do you find Properties option?
3.Name the two parts of a function.
4.Name any two types of Column charts present in MS Excel 2007.

D]   **Very short Answer Questions**   **[4 X 1 = 4]**
1. Name the different types of software.
2. What is plotter?
3. What is Windows Explorer?
4. How do you resize a chart?

 E]   **Short Answer questions**   **[2 X 1½ = 3]**
1. Define the terms : hardware and software.
2. What is the use of IF function? Explain with an example.

F]   **Long Answer questions**   **[2 X 2 = 4]**
1. What do you do when your computer is hung?
2. Explain the different types of printer.