



# ANANDALAYA

PT-2

Class - 7

Subject: Computer  
Date : 21/09/2019

M.M: 20  
Time: 1 Hour

Name : \_\_\_\_\_

Roll No. : \_\_\_\_\_

Q-1 Answer the following questions in one or two sentences?

- 1 Name any two input devices. (1)

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- 2 Why do we need secondary storage devices.? (1)

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- 3 How do you select entire row in MS Excel 2007? (1)

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- 4 What is the default STEP value in a FOR.... NEXT statement? (1)

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5 Differentiate between a workbook and a worksheet. (2)

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6 Write steps to automatically insert the current date and time. (2)

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10 Sheena has to write the output of the following programming code. Can you help her? (2)

```
I=0  
S=0  
WHILE I <=5  
    S=S+I  
    I=I+2  
WEND  
PRINT S
```

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Q-2 Fill in the blanks:

(5)

1. You can click \_\_\_\_\_ button in MS Excel to select the entire worksheet.
2. In MS Excel 2007, Press \_\_\_\_\_ key to activate Extend Selection Mode.
3. The \_\_\_\_\_ loop ends with WEND.
4. A loop within another loop is called \_\_\_\_\_ loop.
5. MS Excel provides two ways to copy data drag and drop and \_\_\_\_\_ method
6. In MS Excel 2007, the default column width is \_\_\_\_\_.
7. In MS Word \_\_\_\_\_ feature can be used to correct capitalization errors.
8. Symbol option is part of \_\_\_\_\_ tab.
9. A nibble is group of \_\_\_\_\_ bits
10. ROM stands for \_\_\_\_\_.

Q-3 Write 'T' for the True statements and 'F' for the False statement.

(5)

- 1 You can store a new value in a variable used in step within a loop.. \_\_\_\_\_
- 2 In a nested loop, The inner loop should be completed before the outer loop. \_\_\_\_\_
- 3 Fill handle is a black square on the lower-right corner of the active cell.  
\_\_\_\_\_
- 4 To delete data in MS Excel, select the range of data and press DELETE. \_\_\_\_\_
- 5 In MS Excel Save Icon is available on the quick access toolbar.  
\_\_\_\_\_
- 6 An MS Excel document is called a worksheet. \_\_\_\_\_
- 7 In MS Word 2007, there is a **Special Character** tab in the **Symbol** dialog box. \_\_\_\_\_
- 8 You cannot automatically insert the current date. \_\_\_\_\_
- 9 An Operating system is utility software. \_\_\_\_\_
- 10 An interpreter is slower than compiler. \_\_\_\_\_