ANANDALAYA
PERIODIC TEST -2
Class : VII

विद्या सर्वार्थ साधिका

Subject: Computer Science | M.M: 20
Date : 30-09-2023 | Time: 1 Hour

Name : _____ Section : ___ Roll No. : ___

1. Write correct answer from given choices in the box. (5)

   I   Identify extension of excel file :

       A) .excel   B) .docx   C) .exe   D) .xlsx   ☐

   II Shortcut key to edit cell in spreadsheet:

       A) ctrl + e   B) F2   C) ctrl + x   D) F3   ☐

   III Formula in spreadsheet always starts with

       A) (B) =   C) +   D)   ☐

   IV =min( ) used to find

       A) more   B) minus   C) minimum   D) maximum   ☐

   V   Excel file is also known as

       A) spreadsheet   B) document   C) table   D) chart   ☐

2. Use correct word given below to fill in the blanks. (5)

   (4D,   D4,   right,   Center,   more,   maximum,   sorting,   left)

   I.   Arranging data in ascending order descending order is known as _____

   II. =max( ) is used to find ………………….. numbers in the sheet.

   III. Numbers are aligned _____ in cell.

   IV. Text is aligned _____in cell.

   V.   Cell address of 4th column and 4th row is _____

3. Answer the following questions. (5)
   I.   What are the types of data that excel accepts?

   _____

   II. Write any two types of number formats.

   _____

   III. Write cell range of row 9 of column 4 to row 2 of column 7.

   _____

IV.   Write a formula to find average number from spreadsheet?

_____

V.   If you enter value 01234 in cell, what will it print?

_____

4.   Answer the following questions.   (5)
  I.   How columns are labelled? What is the last address of column?

_____

_____

  II.   Write use of sorting features in spreadsheet.

_____

_____

  III.   What is function in spreadsheet?

_____

_____

  IV.   Write a formula to make sum of 1st row of 2nd column to 7th row of 3rd column.

_____

_____

  V.   Which key is used to break the sentence / word and go to next line inside the cell in spreadsheet?

_____

_____