**Nava Jyoti Secondary School**

**Tinkune, Koteshwor, Kathmandu-32**

**First Terminal Exam - 2080**

**Class:** VII **Time: 1.5**Hours **Full Marks: 50**

**Subject:** Computer  **Pass Marks: 20**

* 1. **1.Fill in the Blanks (5x1=5)**

1. The shortcut key to save a document in MS Word is \_\_\_\_\_\_\_\_\_\_.
2. The software that manages computer hardware and software is called \_\_\_\_\_\_\_\_\_\_.
3. A malicious program designed to harm a computer system is known as a \_\_\_\_\_\_\_\_\_\_.
4. The feature in MS PowerPoint used to move from one slide to another is called \_\_\_\_\_\_\_\_\_\_.
5. \_\_\_\_\_\_\_\_\_\_ is the unethical use of someone else’s personal information online without permission.
   1. **Match the Following (5x1=5)**

| Column A | Column B |
| --- | --- |
| a. Ctrl + S | a. Removes computer viruses |
| b. Slide transition | b. Online harassment |
| c. Antivirus software | c. Manage running applications |
| d. Task Manager | d. Save a document |
| e. Cyberbullying | e. Movement between slides |

* 1. **True or False (5x1=5)**

1. The default view in MS PowerPoint is Outline View. \_\_\_\_\_\_\_\_
2. An operating system is an application software. \_\_\_\_\_\_\_\_
3. A computer virus can replicate itself. \_\_\_\_\_\_\_
4. Cyber ethics refers to ethical behavior while using the internet. \_\_\_\_\_\_
5. MS Word can be used to create presentations. \_\_\_\_\_\_\_\_
   1. **Short Answer Questions (5x1=5)**
6. What is the use of the "Find and Replace" feature in MS Word?
7. Write the name of two operating systems.
8. Mention two ways to protect your computer from viruses.
9. What is cyber ethics?
10. Write the shortcut key to start a slideshow in MS PowerPoint.
    1. **Answer These Questions (10x2=20**)
11. What is the purpose of an operating system?
12. Write any two features of MS PowerPoint.
13. Explain the term "antivirus software."
14. How can you check the word count in an MS Word document?
15. What is the role of an operating system in managing files?
16. Mention two advantages of using MS PowerPoint for presentations.
17. Write the steps to save a file in MS Word.
18. List two examples of unethical online behavior.
19. What is the difference between a computer virus and antivirus software?
20. Explain how to apply slide transitions in MS PowerPoint.
    1. **Short Answer Questions (4x2.5=10)**
21. Write the differences between MS Word and MS PowerPoint.
22. Explain the steps to insert a chart in MS PowerPoint.
23. What are the precautions you should take to stay safe from cyber threats?
24. Describe how the operating system manages memory and applications.