

GRADE: 7

SUBJECT: COMPUTER SCIENCE

DATE: [Insert Date]

DURATION: 2 hr

MAX MARKS: 80

SECTION A

Q1. CHOOSE THE CORRECT ANSWER: (10x1=10)

1. Which of the following is an example of spreadsheet software?

- a) MS Word
- b) MS Excel
- c) MS PowerPoint
- d) MS Paint

2. A spreadsheet is mainly used for:

- a) Playing games
- b) Watching videos
- c) Performing calculations and data analysis
- d) Drawing pictures

3. The intersection of a row and a column is called a:

- a) Table
- b) Formula
- c) Cell
- d) Address

4. In a spreadsheet, columns are labeled as:

- a) 1, 2, 3...
- b) A, B, C...
- c) I, II, III...
- d) a, b, c...

5. Which bar in Excel displays the contents of an active cell?

- a) Status bar
- b) Formula bar
- c) Title bar
- d) Name box

6. The first cell in a worksheet is:

- a) A0
- b) A1
- c) B1
- d) 1A

7. Which function key is used to edit a cell in Excel?

- a) F2
- b) F5
- c) F10
- d) F12

8. To move to the **next cell in a row**, you press:

- a) Tab
- b) Shift+Tab
- c) Enter
- d) Ctrl+Enter

9. What is the default file extension for an Excel workbook?

- a) .docx
- b) .xlsx
- c) .pptx
- d) .txt

10. Who is often referred to as 'The Father of the Spreadsheet'?

- a) Charles Babbage
- b) Bill Gates
- c) Daniel Bricklin
- d) Steve Jobs

Q2. USE THE GIVEN CLUES AND ANSWER THE FOLLOWING: (4x1=4)

1. The horizontal arrangement of cells in a spreadsheet is called a ____.
2. The vertical arrangement of cells in a spreadsheet is called a ____.
3. A collection of worksheets in a single file is called a ____.
4. The first electronic spreadsheet was called ____.

SECTION B

Q3. ANSWER THE FOLLOWING: (Any Ten) (10x2=20)

1. What is a spreadsheet?
2. Mention any two uses of MS Excel.
3. What is the function of the **Formula Bar** in Excel?
4. Define a **Cell Address** in Excel.
5. How many rows and columns are available in an Excel worksheet?
6. What is the difference between a **worksheet** and a **workbook**?
7. Name any two **spreadsheet software** other than MS Excel.
8. What is the **purpose of the Name Box** in Excel?
9. Write the steps to **rename a worksheet** in Excel.
10. Define **AutoSum** and its use.
11. What is the **shortcut key to save a workbook**?
12. How do you insert a new worksheet in Excel?

Q4. GIVE TWO DIFFERENCES BETWEEN: (Any Four) (4x2=8)

- a) Column and Row
- b) Workbook and Worksheet
- c) Formula Bar and Name Box
- d) AutoSum and Manual Calculation
- e) Undo and Redo

SECTION C

Q5. ANSWER IN DETAIL: (Any Four) (4x5=20)

1. Explain the **components of an Excel worksheet** with a diagram.
2. Describe the **steps to create, save, and open a workbook** in Excel.
3. How do you **enter data and apply formatting** in Excel?
4. Explain the **various ways to move around a spreadsheet** using the keyboard.
5. What are **formulas and functions** in Excel? Give examples.

End of the Question Paper