

Class 7th Computer Worksheet

Ch - 3 (Number System)

I. True or False:

1. BITS Stands for Binary digit. ()
2. The number from 0-9 represent decimal number system. ()
3. The radix of hexadecimal system is 16. ()

II. Short answer type questions:

1. What is the criterion for the development of number system?

2. Name the different number system.

3. What is the base of binary number system?

III. Long answer type questions:

1. Describe Octal Number System.

2. What do you think the need for number system was felt?

Ch - 4 (MS-Excel Formulae and Functions)

I. Fill in the blanks:

1. A formula in Excel should start with _____ sign.
2. We press _____ key to view formula results.
3. Whatever we type in a cell it appears in the _____ bar.

II. True or False:

1. Formulae cannot be entered in the Formula bar. ()
2. The AutoFill feature adds the numeric values in the cells automatically. ()
3. Text functions return text equivalent of numeric numbers. ()

III. Short answer type questions:

1. Where can we find the AutoSum button in MS-Excel?

2. How do we enter formula in a worksheet?

3. Name the functions of function library?

III. Long answer type questions:

1. What are different ways of entering formulae?

2. What do you know about cell reference and cell range? How are these used in a formula?

3. What are the features of AutoSum?

V. Distinguish between:

1. Formulae and Functions

Ch - 5 (More Functions, Operators and Features of MS-Excel 2010)

I. Fill in the blanks:

1. _____ copies the conditional formatting to a selected range of cells.
2. Descending order means arrangement of data from _____ to _____.
3. Sort filter is in the _____ group of 'Data' tab.

II. Short answer type questions:

1. What is the meaning of sorting?

2. How is Format cells dialog box used?

3. What are the ways to sort data?

III. Long answer type questions:

1. Write steps to apply conditional formatting.

2. Write steps to sort data in ascending or descending order.

Ch - 6 (More on MS-Excel 2010)

I. Fill in the blanks:

1. A chart is a _____ representation of data.
2. Column and bar charts _____ values across categories.
3. A line chart shows changes over _____ interval.

II. True or False:

1. Filter can be reapplied after clearing. ()
2. We can only create Area charts in Excel 2010. ()
3. The data that is arranged in one column or row only a worksheet can be plotted in a pie chart. ()

III. Short answer type questions:

1. What is filter?

2. What is a chart?

3. What is use of Clear button?

IV. Long answer type questions:

1. What is a column chart?

2. What is an Area chart?

3. What are the features of AutoSum?

V. Distinguish between:

1. Line chart and Pie chart
