

**Ramakrishna Vivekananda Mission**  
**Model Question for Special Test – 2020**

**Class – VII**  
**Sub – Computer**

**F.M. - 100**

**1) Give tick (✓) mark above the correct answer:-**

1x40=40

- i) (1985 / 1885 / 1987) was the first computer virus released.
- ii) In MS Office 2007, the width of a file extension is (4 / 5 / 3) characters.
- iii) (Status Bar / Row heading / Name box) shows the address of an active cell.
- iv) (PC-Cilin / Ping Pong / Dark Avenger) is the name of an antivirus software.
- v) (Content / Details / Extra Large icons) view displays the gigantic icons of files and folders.
- vi) By default, an Excel workbook contains (one / two / three) worksheets.
- vii) (Spyware / Worm / Boot virus) infects the boot record.
- viii) The left pane of Windows Explorer is also known as (Tree pane / Content pane / Branch pane).
- ix) The AutoSum button is present on the (Insert / Formula / Home) tab.
- x) (Alvi Brothers / Wright Brothers / Duke Brothers) released the first PC virus named Brain.
- xi) (Trojan Horse / Worm / Malware) is a trouble causing program.
- xii) By default, text is aligned to the (left / right / center) in a cell.
- xiii) A computer virus is a (software / program / language).
- xiv) A (File / Folder / Hard disk) is the basic unit of storage in windows.
- xv) A spreadsheet is also known as a (Datasheet / Worksheet / Balance sheet).
- xvi) Viruses can be classified in to (two / three / four) major categories.
- xvii) The file name consists of (2 / 3 / 4) main parts.
- xviii) In Excel, data can be viewed in a graphical form as (charts / forms / tables).

xix) Boot virus becomes active at the time of (shutdown / booting / operate) the machine.

xx) A file name can have up to (252 / 255 / 256) characters.

xxi) The MS Excel file is referred to as a (Workbook / Worksheet / Spreadsheet).

xxii) (Disk killer / Stoned virus / Cascade) is the example of program file virus.

xxiii) (Windows Explorer / Documents folder / My Computer) is more convenient for viewing a folder or window at a time.

xxiv) Columns are represented by (numbers / alphabets / roman numbers).

xxv) Every PC should be equipped with some (virus / anti-virus / software).

xxvi) We can sort our files and folders in (Tiles / List / Details) view.

xxvii) (Name box / Formula bar / Status bar) shows the characters and formulas that we enter in a active cell.

xxviii) Take the back up of important files (everyday / every month / every year).

xxix) (Tiles view / Content view / Details view) displays each file and folder on a separate row along with their detailed information.

xxx) (Formula bar / Status bar / Row heading) gives us information about the current selection.

xxxi) (Norton / PC-Cilin / Dark Avenger) is the example of virus.

xxxii) (Windows Explorer / Search box / Wildcard character) offers the most direct way to locate a file.

xxxiii) The Sheet tabs appear (above / below / left) the status bar.

xxxiv) '?.\*' will search all files whose names contain only (one / two / three) character.

xxxv) (Word / Excel / Access) has a powerful feature to perform calculations on the data.

xxxvi) When we click on a cell, a thick (black / red / blue) border differentiates it from the rest of the cells.

xxxvii) We press (Ctrl+S / Ctrl+O / Ctrl+T) key combination to open a workbook.

xxxviii) (Trojan Horse / Worm / Spyware) programs secretly monitor the user's computing.

xxxix) (Excel / Word / Document) suggests a range which we can either accept or select a different range.

xxxx) (Two / Three / Four) types of data can be entered in MS Excel.

**2) Fill in the blanks:-**

1x10=10

- i) Virus programs are **self replicating**.
- ii) Windows has simplified the task of **managing data** in our computer.
- iii) **Name box** shows the address of an active cell.
- iv) A computer virus **disrupts** the normal operation of a computer.
- v) A **folder** can contain different types of files.
- vi) **Formulas** are mainly used for simple and complex calculations.
- vii) **Folders** do not have any extension.
- viii) Columns are represented by **alphabets** on the top of the worksheet.
- ix) Arranging files into **logical** groups makes it easy to locate any particular file.
- x) **Folders** may contain different types of files such as documents, music, pictures, videos and programs etc.

**3) State True or False:-**

1x10=10

- i) Virus programs do not replicate themselves - **False**
- ii) A file can have any number of folders in it - **False**
- iii) By default, the Excel workbook contains 4 worksheets - **False**
- iv) Virus increases the memory of the computer - **False**
- v) We cannot create another folder in a folder - **False**
- vi) A worksheet becomes active by clicking on the Sheet tab - **True**
- vii) The example of Boot virus is Stoned virus - **True**
- viii) A worksheet consists of 16385 columns - **False**
- ix) Letters A to Z, AA to AZ are the Row headings - **False**

x) We should not equip our computer with anti-virus programs - **False**

**4) Answer the following questions in one or two words.**

1x10=10

**i) Which button is used to perform addition of a range in a cell?**

**Ans :** Autosum button.

**ii) On which side of the cell, the numbers are aligned?**

**Ans :** Right align.

**iii) What is a Subfolder?**

**Ans :** A folder within a folder is usually called a subfolder.

**iv) What kind of information Status bar gives us?**

**Ans :** It gives us information about the current selection.

**v) Malware is made up of which two words?**

**Ans :** Malicious and software.

**vi) Name two Wildcard Characters commonly used in searching information.**

**Ans :** '\*' and '?' .

**vii) How many characters can a cell contain?**

**Ans :** 32,767 characters.

**viii) Write any two names of Anti-virus programs.**

**Ans :** Norton and AVG .

**ix) Which symbol indicates that a formula is entered in a cell?**

**Ans :** Equal to sign (=) .

**x) What is the function of Ctrl+Home key combination?**

**Ans :** To move to the first cell of the topmost row.

**5) Answer the following questions in brief:- (Any 15)**

2x15=30

**i) What is MS Excel?**

**Ans :** Microsoft Excel is the most popular package to organize, calculate and analyse data. It also helps to plot a chart's data in a spreadsheet (row and column) format.

**ii) Write any three possible symptoms of virus in a computer.**

**Ans :** a) Decreasing the speed of the computer by decreasing the memory.

b) Frequent hanging of the system.

c) Displaying unusual messages like “Your PC is stoned”.

**iii) How Folders are different from Files?**

**Ans :**

<b>Folder</b>	<b>file</b>
i) It is used to store different files and subfolders.	i) it is a collection of different kind of data like text files, document, workbook, presentation, music etc.
ii) Folder don't have any extension.	ii) Files must have extension name.
iii) Folders are not taking spaces on computer memory.	iii) Files are taking spaces on computer memory.
iv) We can create different types of files or subfolders in a folder.	iv) We cannot create any folder or subfolder within a file.

**iv) What is the difference between a Computer virus and a Biological virus?**

**Ans :**

<b>Computer virus</b>	<b>Biological virus</b>
i) Computer virus is a program.	i) Biological virus is an organism.
ii) Computer virus causes harm to the data and programs store in computer.	ii) Biological virus causes physical harm to our body and attacks certain cells.

**v) What is Formula?**

**Ans :** Formula are equations that perform calculations on values in our worksheet. A formula starts with an equal to sign (=). A formula consists of a combination of cell references, numbers, operators and Excel functions.

**vi) What is the importance of Control Panel in Windows?**

**Ans :** Control Panel is a system folder using which we can make changes in the appearance and current settings of Windows. These include:

- a) Appearance and Personalization of the desktop.
- b) Hardware and Software setup and configuration.
- c) System and Security.
- d) Networking and Internet etc.

**vii) What is Spyware?**

**Ans :** Spyware is a type of malware that is installed on computers and collects information about users without their knowledge. Spyware programs secretly monitor the user's computing. They can collect various types of personal information such as internet surfing habits, visited web pages, and transmits that information in the background to someone else.

**viii) What is the use of Merge & Center button?**

**Ans :** Merge & Center button on Home tab, lets we place the contents in the centre of cell across a number of columns.

**ix) What are Fonts?**

**Ans :** The characters used in typing the text that use the same design are called Fonts. Font settings are used to change the display of text on the screen and the printed text.

**x) What is Antivirus software? Give some examples of it.**

**Ans :** Antivirus softwares are computer programs which are designed to identify, prevent and remove viruses from our computer.

**Examples of Anti-virus** – Norton, AVG, PC-Cilin etc.

**xi) How is Formula bar different from the Name box?**

**Ans :**

<b>Formula Bar</b>	<b>Name Box</b>
i) Formula bar is located to the right of the Name box.	i) Name box is located above the column heading on the left side of Formula bar.
ii) Formula bar displays the characters and formula that we enter in an active cell.	ii) Name box displays the location of cell pointer.

**xii) What is a Computer virus?**

**Ans :** A Computer virus is a program or a set of programs that disrupts the normal operation of a computer. Virus infects or destroys data. It enters in the computer without the permission or knowledge of the user.

**xiii) What is the use of Windows Explorer?**

**Ans :** Windows Explorer is used for viewing, exploring and organizing files in a computer. Windows Explorer enables you to display directory structure that includes drives, folders and files.

**xiv) What are the functions of this two Wildcard characters – '?' and '\*' ?**

**Ans :** '?' means any one character in its place.

'\*' means any type and number of characters in its place.

**xv) What do you mean by a File name extension?**

**Ans :** A file name extension is a set of characters that helps Windows to understand what kind of information is stored in the file and which application should open it.

**xvi) What is a Cell pointer?**

**Ans :** When we click on a cell, a thick black border differentiates it from the rest of the cells. It indicates the current cell is active. This highlighted box is called a Cell pointer.