2nd Term Worksheet [2018 – 19]

Subject – Computer Application
Class – VII

Name : _____ **Sec. :** _____

Chapter – 4
[Ethics and Safety Measured in Computing]
[Exercises]

[1]   Answer the following questions: [51-52]

a.   Describe the ethics in computing.

Ans.   _____
_____
_____
_____
_____
_____

b.   What is Digital Plagiarism?

Ans.   _____
_____
_____
_____

c.   What do you know about Cyber bullying?

Ans.   _____
_____
_____
_____
_____

d.   What do you understand by Hacking?

Ans.   _____
_____
_____
_____
_____
_____

e.   What is a Phishing?

Ans.   _____
_____
_____
_____
_____

f.   What do you know about Spamming?

Ans.   _____
_____
_____
_____

g.   Describe the Computer Privacy?

_____
_____

_____

_____

_____

_____

_____

_____

h.   What do you know about Software Piracy?

_____

_____

_____

_____

[2]   Define the following: [5×2]

     a.   Firewall_____

_____

_____

     b.   Digital Footprints_____

_____

_____

     c.   Intellectual Property Rights_____

_____

_____

     d.   Safety Measures in computing_____

_____

_____

[3]   Write 'True' or 'False':   [5×2]

     1.   Around one billion people around the world are using internet. _____

     2.   The organisation that provides the internet facility to users is called Internet Service Provider (ISP). _____

     3.   We can send birthday greeting cards through the internet. _____

     4.   Ethics are a set of moral principles that governs an individual or a group on what is acceptable behaviour while using a computer. _____

     5.   Cyber bullying is bullying that takes place using electronic technology. _____

     6.   Software privacy is the illegal copying, distribution, or use of software. _____

[4]   Fill in the blanks: [5×3]

     1.   _____ is a code of behaviour for moral, legal and social issues on the Internet or cyber technology.

     2.   _____ is one of the major forms of academic dishonesty which has always existed in education, including higher education.

     3.   _____ is unauthorised intrusion into a computer or a network.

     4.   _____ enables to prevent unauthorized Internet users from accessing private networks connected to the Internet.

     5.   _____ is the word used to describe the trail, traces or footprints that people leave online.

Chapter – 5
[Spreadsheets – An Introduction]
[Exercises]

[1]   Answer the following questions: [68-69]

a.   What is a spreadsheet?

Ans.   _____
        _____
        _____
        _____
        _____
        _____

b.   Write the features and components of spreadsheet windows.

Ans.   _____
        _____
        _____
        _____
        _____

c.   Write the steps for deleting rows or columns.

Ans.   _____
        _____
        _____
        _____
        _____
        _____

d.   Write the steps to Start Microsoft Excel 2010.

Ans.   _____
        _____
        _____
        _____
        _____
        _____
        _____
        _____
        _____
        _____

e.   Define Microsoft Excel.

Ans.   _____
        _____
        _____
        _____
        _____

f.   Write the uses of Undo and Redo option.

Ans.   _____
        _____
        _____
        _____
        _____
        _____

g. Write the steps to use auto fill feature.

_____
_____
_____
_____
_____
_____
_____
_____

h. Write the steps to save a workbook.

_____
_____
_____
_____
_____
_____
_____
_____

[2] Fill in the blanks: [69]

a) Microsoft Excel 2010 is a _____ application.

b) Each workbook holds one or more _____.

c) Each worksheet has _____ rows and _____ columns.

d) By default, a new Excel workbook will contain _____ worksheets.

e) A cell is a rectangular block framed by intersection of _____ and _____.

f) The left side box of formula bar is _____ box.

g) We can press _____ keys to insert a new worksheet.

[3] Write 'True' or 'False': [70]

a) Microsoft Excel is used to perform calculations. _____

b) There are two sheets by defaults in an Excel workbook. _____

c) The active cell is boarded with a dark outline. _____

d) There are 16.384 rows and 10,48,576 columns in a worksheet. _____

e) Call address by the active cell is displayed on the formula bar. _____

[4] Define the following: [70]

a. Worksheet _____
_____
_____

b. Workbook _____
_____
_____

c. Rows _____
_____
_____

d. Columns _____
_____
_____

e.   Cell   _____

_____

_____

f.   Active Cell   _____

_____

_____

g.   Data Types   _____

_____

_____

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