

# ● SNBP's International school

Class-7

Subject-ICT



**Q1. State whether the following statements are True or False.**

1. Search engines are a set of rules followed for communicating data in the networking environment - \_\_\_\_\_.
2. Internet is a software - \_\_\_\_\_.
3. Web server contains all the websites. - \_\_\_\_\_.
4. Internet Explorer is a web browser - \_\_\_\_\_.
5. HTTP is a protocol - \_\_\_\_\_.

**Q2. Tick the correct answer:**

1. Which of these is not the right version of MS-OFFICE.

- |                |                 |
|----------------|-----------------|
| A) OFFICE XP   | B) OFFICE VISTA |
| C) OFFICE 2007 | D) OFFICE 2010  |

2. End key .....

- A) Moves the cursor end of the line
- B) Moves the cursor end of the document
- C) Moves the cursor end of the paragraph
- D) Moves the cursor end of the

3. MS-Office is-

- A) Application Software
- B) System Software
- C) Operating System
- D) All of Above



4. In which layout, the margin of the page is displayed in MS Word –

- |                   |                 |
|-------------------|-----------------|
| A) Outline layout | B) Web layout   |
| C) Normal layout  | D) Print layout |

5. Which of the following is not an office suite?

- |                |                 |
|----------------|-----------------|
| A) MS-Office   | B) Lotus Office |
| C) Star Office | D) Close Office |

6. In a paragraph, the distance between the two rows is called .....

- |                 |                 |
|-----------------|-----------------|
| A) Spacing      | B) Word Spacing |
| C) Line Spacing | D) Row Spacing  |

7. Usually in a row, line spacing is –

- |        |        |
|--------|--------|
| A) 1.5 | B) 2.0 |
| C) 0.5 | D) 1.0 |

8. An extension of the file created in MS-Word 2003.

- |         |          |
|---------|----------|
| A) .doc | B) .docx |
| C) .ppt | D) .exe  |

9. In the \_\_\_\_\_, the first letter of each word comes in a small case and all other letters come in a big case.

- A) Uppercase
- B) Lowercase
- C) Toggle case
- D) Title case

10. Which of these is not the view of PowerPoint?

- A) Slide Show view
- B) Slide Sorter view
- C) Normal view
- D) Outline view

11. What is Extension of PowerPoint Presentation?

- A) .POT
- B) .PPT
- C) .PTP
- D) .PPE

12. What is the shortcut key to create new files in PowerPoint presentation.

- A) Ctrl + N
- B) Ctrl + S
- C) Ctrl + M
- D) Shift + N

13. Which program is used to create a presentation

- A) Excel
- B) PowerPoint
- C) Access
- D) Outlook

14. Which menu does have action button option ?

- A) Tools
- B) Format
- C) Window
- D) Slide Show

15. What is the shortcut key to insert a new slide into the current presentation.

- A) Ctrl + O
- B) Ctrl + M
- C) Ctrl + N
- D) Ctrl + F

16. How you can stop the slide show.

- A) Pressing Delete button.
- B) Pressing Esc button.
- C) Pressing Right arrow.
- D) Pressing Left arrow.

17. Which key is used for help in Ms. Excel?

- (a) F1
- (b) F2
- (c) F3
- (d) None of these

18. Which key is used to edit in Ms Excel?

- (a) F1
- (b) F2
- (c) F3
- (d) None of these

19. Which key is used to "Goto" tab in Ms Excel?

- (a) F9
- (b) F7
- (c) F6
- (d) F5

20. Which keys are used to display the Open dialog box to open or find a file in Ms Excel?

- (a) Ctrl+u
- (b) Ctrl+p
- (c) Ctrl+o
- (d) Ctrl+g



**Q3. Fill the correct word in the blanks:**

1. \_\_\_\_\_ is a device that allows communication with other computers.
2. \_\_\_\_\_ stands for Uniform resource locator.
3. \_\_\_\_\_ are a set of rules followed for communicating data in the networking environment.
4. \_\_\_\_\_ allows you to communicate with others in real time.
5. WWW stands for \_\_\_\_\_
6. \_\_\_\_\_ is the latest version of Windows.
7. \_\_\_\_\_ is the founder of Microsoft.
8. The \_\_\_\_\_ feature allows us to turn the open Windows transparent and make the desktop visible.
9. Windows is a \_\_\_\_\_ User Interface (GUI).
10. \_\_\_\_\_ primitive erases all the procedures.

**Q4. Write the full form of the following:**

- a. HTTP \_\_\_\_\_
- b. WWW \_\_\_\_\_
- c. URL \_\_\_\_\_

**Q5. Answer in one word or sentence:**

- a. What is an icon
- b. What is the extension of a LOGO file?

**Q6. Write the Shortcut keys:**

1. Save a document .....
2. Print a document .....
3. Close an application .....
4. Open a document .....
5. Create a new file .....
6. Delete files permanently .....

**Q7. Write the menu options and keyboard shortcuts for the following :**

1. New document \_\_\_\_\_
2. Save a document \_\_\_\_\_
3. Open a document \_\_\_\_\_
4. Print a document \_\_\_\_\_
5. Close a document \_\_\_\_\_
6. Exit MS Word \_\_\_\_\_

**Q8. Write the full forms for the following abbreviations**

- |              |              |
|--------------|--------------|
| 1) RAM _____ | 5) ROM _____ |
| 2) CD _____  | 6) DVD _____ |
| 3) MB _____  | 7) KB _____  |
| 4) GB _____  | 8) TB _____  |

**Q9. Prepare the excel worksheet using below data.**

- A. Insert a column before sub 1 and add Father’s Name**
- B. Insert a column after the English column and add Math subject.**



**Report**

Roll no	Name	English	Science	SST	Hindi
01	Rahul	67	73	92	83
02	Tina	51	65	75	61
03	Anjali	80	79	81	68
04	Prem	91	88	93	72
05	Sweety	78	69	56	65



THANK YOU

