DEPARTMENT OF COMPUTER SCIENCE

Solved Questions and Answers

Class VII

Questions and Answers
Chapter-5
Formulas, Functions in MS Excel 2007

A. Write T for True and F for False

1.	Data can be edited in a formula bar.	**T**
2.	A1, A6, and C15 are cell references in a worksheet.	**T**
3.	You cannot select multiple cells at the same time.	**F**
4.	The PRODUCT function adds all the numbers in a range of cells in the arguments.	**F**
5.	You can access different functions by clicking on the Insert Function button on the formula bar.	**T**

B. Fill in the blanks with the correct words.

1. **Formula bar** displays the content of the active cell.
2. A range of multiple cells selected at the same time is called **cell range**.
3. A **function** is a predefined formula that performs calculations using specific values.
4. Cell reference is also called **cell address**.
5. The **SUM()** function adds a range of numbers.

C. Tick the correct answers

1. A cell range consist of the first cell and the last cell separated by a.
    b. Colon
2. In a worksheet, cells B12, B13, B14 and B15 are selected. The cell range is
    c.   B12:B15
3. Which of the following error is displayed when the column is not wide enough to display the data?
    a. ####
4. All formulas begins with a _____ sign.
    b. =

E. Answer the following questions.

1. **What is cell reference? Why is it used?**
    Cell reference is also called cell address indicates the location of a single cell or a range of cells in a worksheet. **It is used to identify a cell or range of cells by referring to the column letter and row number of the cell(s).**

2. **Define cell range. How can it be selected?**
    A range of multiple cells selected at the same time is called a cell range. select a cell, then with the left mouse button pressed, drag over the other cells.

3. What are functions in Excel? How many types of functions do you know?
   A function is a predefined formula that performs calculations using specific values in a particular order. Commonly known functions are: 1. Sum() 2. Product() 3. Average() 4. Min() 5. Max() etc.

4. why is it necessary to obey the BODMAS rule while calculating values in a worksheet?
   If there are many operators, such as multiplication, division, addition and subtraction, then the BODMAS rules of calculating numbers must be obeyed, to get an accurate value.

5. Differentiate between MAX and MIN functions.
1. **MAX()**: The MAX function returns the largest value from a range of cells in the argument. Ex: =MAX(B1:B3).
2. **MIN():** The MIN function returns the least values from a range of cells in the argument. Ex: =MIN(B1:B3).

CHAPTER-6
USING EXCEL AS DATABASE

A.   Write T for True and F for False.

1. You can have two fields with the same name.	F
2. You can sort only on numeric value in a database.	F
3. A column in a database is called record.	F
4. You cannot remove the filter once applied.	F
5. You can delete a particular record using a form.	T

B.   Fill in the blanks with the correct words.
1.   **Database** is collection of related data.
2.   A **row** in a database is called a record.
3.   In a database field names are **unique**.
4.   You can display only specific records by using **filter** command.
5.   A **column** in a database contains one type of data.

C.   Tick the correct answers.
1.   What do we call a column in a database?
a.   **Field**   b. Record   c. Table
2.   What do we call a row in a database?
a.   Field   **b. Record**   c. Table
3.   In MS Excel, which option is used to restrict the cell entries within a specified range?
a.   **Data Validation**   b. Sort   c. Filter
4.   Which feature of MS Excel allows us to arrange the data in ascending or descending order.
a.   Sort   b. Filter   c. Arrange
5.   In MS Excel, which feature is used to view only those that you want to see?
a.   Sort   b. **Filter**   c. Data Validation

D.   Answer the following questions
1.   What is database?
A database is a collection of related data, arranged in an organized way.
2.   What is the difference between field and record?
a.   **Field:** 1. Each column of data is called field, 2. Field name should be unique.
b.   **Record:** Each row of data is called record in a database.
3.   What is form in MS Excel?

A form is dialog box that provides an easy way to enter or display one complete row of information, or record.

4. What is sorting?

Sorting is a common spreadsheet task that allows you to easily record the data.

5. What do you understand by filtering data?

Filter can be used to view only those data that you want to see while it hides the rest of the data temporarily from the view.

6. What is data validation?

Data validation allows you to restrict the cell entries within a specified range.

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CHAPTER-7

CHARTS IN MS-EXCEL

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A. Write T for True and F for False.

1.	A Column chart is used to plot variations in data over a period of time.	**F**
2.	A line chart is used for comparing data across categories.	**F**
3.	A bar chart displays data in the form of long rectangular rods.	**T**
4.	The chart area includes everything inside the chart window.	**T**
5.	We can move the chart to the another worksheet.	**T**

B. Fill n blanks with the correct words.

1. **Chart** tool in MS excel is used to represent data graphically.
2. **Pie** chart displays the data in the form of a circle.
3. **Data series** represent the data values on the chart.
4. Category axis is also known as **X-axis.**
5. **Line** chart is used to plot variations in data over time.

C. Tick the correct answer.

1. The total region where a chart and its components are displayed is called.
a. **Chart area**   b. Plot area   c. Legend
2. …………….. chart emphasizes the magnitude of change over a period of time.
a. Line chart   b. Bar chart   c. **Area Chart**
3. Which one is not a chart component?
a. Legend   b. Data label   c. **Data sheet**
4. A …………….. chart is similar to a column chart.
a. Pie   b. **Bar**   c**.** Area

D. Answer the following questions.

1. What are charts? Name any three types of charts.

A charts are a tools used to represent data graphically. The types of the charts are: 1) Line Chart   2) Pie Chart 3) Bar Chart etc.

2. What are column charts?

Column charts are a good way to visualize one or more categories of data, particularly if each category has sub-categories. Used for comparing data across categories.

3. Name the Components of a chart?

The components of chart are: Chart area, Chart title, Vertical axis, Horizontal axis, Plot area, Data series, Data labels and Legend.

4. Write the steps involved in creating a chart?

The steps to create a chart are:

1. Select the cells that contains the values you want to show in the chart.
2. Click on the insert tab.
3. In the chart group, select one of the chart option.
4. Select the type of chart from the list that appear.

5. Differentiate between data series and data labels

a) **Data Series: 1.** Data series are the bars, lines, slices or other shapes**. 2.** Each data series in a chart has a unique colour or pattern.

b) **Data label:** Data labels are the individual values that are plotted in a chart.

CHAPTER-8
INTERNET BASICS

A. Write T for True and F for False.

1. Google.com is a web browser.   **F**
2. Domain name tells the browser, which country the website belongs to. **F**
3. Talking to any strangers on the Internet is dangerous.   **T**
4. A link, also called as hyperlink can be text or an image.   **T**
5. HTTP stands for Hyper Text Transfer Protocol.   **T**

B. Fill in the blanks with the correct words.

1. A **web browser** enables to navigate the Internet.
2. **Bookmarks** are sometimes also called Favorites.
3. **.edu** is an example of Domain type.
4. **BSNL** is an Internet Service Provider.
5. **WWW** is the prefix used for all Internet addresses.

C. Answer the following questions.

1. What is the web browser? Name any three web browsers.

A web browser is a software that enables users to navigate the Internet.

The types of browsers are: 1) Google chrome 2) Mozilla Firefox 3) Safari etc.

2. Define the following:

a) **Address bar**: The address bar also called a URL that shows the web address of the page you are on.

b) **Search bar**: It is a built-in search bar in any browsers for performing web searches.

c) **Bookmark**: Bookmark allows you to store the address of your favorite websites for quick access.

3. What is search engine? Name any three search engines.

Search engines are the specialized websites (or programs) that help you to find other websites on the Web.

The types of search engines are: 1) Google 2) Yahoo!   3) Bing etc.

4. What do you understand by domain name?

Domain name is usually the full or abbreviated name of the company/organization. It tells the web browser which web server to point to and the server is referred to as DNS.

FULL FORMS

BIOS	**Basic Input Output System**
SMPS	Switch Mode Power Supply
CMOS	Complementary Metal-Oxide-Semiconductor
DVD	Digital Video Disk
CD	Compact Disk
I/O	Input/output
HDMI	High Definition Multimedia Interface
HDD	Hard Disk Drive
HTML	Hyper Text Markup Language
DNS	Domain Name System
URL	Uniform Resource Locator
CPU	Central Processing Unit
IC	Integrated Circuit
HTTPS	Hyper Text Transfer Protocol Secure
ISP	Internet Service Provider
WWW	World Wide Web
E-Mail	Electronic Mail
OTP	One Time Password
QR Code	Quick Response Code
SMS	Short Message Service
PIN	Personal Identification Number
WiFi	Wireless Fidelity
GPS	Global Positioning System
KYC	Know Your Customer / Client
PAN	Permanent Account Number
CC	Carbon Copy
BCC	Blind Carbon Copy
SD Card	Secure Digital Card
CC TV	Closed Circuit Television
Virus	Vital Information Resources Under Seize
UDAI	Unique Identification Authority of India
ISI	Indian Standard Institute
SIM	Subscriber Identification Module
GPRS	General Packet Radio Services
GSM	Global System for Mobile Communication
USB	Universal Serial Bus
DP	Display Picture
PDF	Portable Document Format
PNG	Portable Network Graphics
JPEG	Joint Photographic Expert Group

GIF	Graphic Interchange Format
RAM	Random Access Memory
ROM	Read Only Memory
LAN	Local Area Network
PAN	Personal Area Network
CAN	Campus Area Network
MAN	Metropolitan Area Network
WAN	Wide Area Network
BSNL	Bharat Sanchar Nigam Limited
Jio	Joint Implementation Opportunity

SHORTCUT KEYS

Ctrl + A	**Select all contents of the page**
Ctrl + B	**Bold highlighted selection**
Ctrl + C	**Copy selected text**
Ctrl + X	**Cut selected text**
Ctrl + N	**Open new/blank document**
Ctrl + O	**Open options**
Ctrl + P	**Open the print window**
Ctrl + F	**Open find box**
Ctrl + I	**Italicize highlighted selection**
Ctrl + K	**Insert link**
Ctrl + U	**Underline highlighted selection**
Ctrl + V	**Paste**
Ctrl + Y	**Redo the last action performed**
Ctrl + Z	**Undo last action**