

CHAROTAR ENGLISH MEDIUM SCHOOL, ANAND

FIRST TERM EXAMINATION-2018

SUB: COMPUTER

Std: 7th

Time: 1 hour

Date: 27-10-2018

Marks: 20

1. Monitor is an _____ unit.
(a) Input (b) Processing (c) **Output** (d) All of these
2. _____ option is used to move a file / folder from one location to another.
(a) **Cut** (b) Copy (c) Delete (d) Paste
3. _____ functions returns the largest value in a given range of cells.
(a) MIN (b) **MAX** (c) SUM (d) All of these
4. _____ is a quickly way to find a set of data in a range.
(a) Sorting (b) **Filtering** (c) Formatting (d) Align
5. Windows explorer is used to manage _____.
(a) File (b) Folders (c) **Both (a) and (b)** (d) None of these
6. In which option do you find properties?
(a) **Organize** (c) Share with
(b) Include in library (d) new folder
7. RAM is an example of _____ memory.
(a) **Primary memory** (c) Both (a) and (b)
(b) Secondary memory (d) none of these
8. A computer represents data using digits _____.
(a) 1 and 2 (b) 0 and 2 (c) **0 and 1** (d) 0 and 3
9. Which option displays your files and folders as extra large size?
(a) Large icons (c) medium icons
(b) **Extra large icons** (d) none of these
10. Which option is used to create new folder?
(a) New file (b) Cut folder (c) Copy folder (d) **New folder**
11. SUM, AVERAGE, MAX, MIN are _____ functions.
(a) **Statistical** (b) Logical (c) Arithmetical (d) None of these
12. Which tab on the ribbon contains sort command in MS excel 2007?
(a) Home (b) Insert (c) **Data** (d) Formulas
13. _____ are user defined collections of the content.
(a) Window (b) **Libraries** (c) Views (d) Data
14. You can open windows explorer directly from the _____.
(a) **Task bar** (b) Menu bar (c) start button (d) Desktop
15. A file is a collection of related _____.
(a) Fields (b) **Records** (c) Databases (d) Byte
16. _____ Keys open task manager window.
(a) Ctrl+alt (b) Shift+delete (c) Ctrl+Shift (d) **Ctrl+alt+delete**
17. Which option is used to select all the files and folders?
(a) Select (b) New folder (c) Delete (d) **select all**
18. _____ are the convenient way to open any file without going to the actual locations.
(a) **Short cuts** (b) Sort by (c) Group by (d) Select
19. \$A\$4 is an _____ reference.
(a) Relative (b) Mixed (c) **Absolute** (d) None of these
20. To see all the row again after applying filter, clicks _____ option.

- (a) Sort **(b) Clear** (c) filter (d) Select
21. Deleting the problem in a computer system when it is not working properly is called _____.
(a) Helping (b) shut down (c) End task **(d) Troubleshooting**
22. _____ is the most commonly used output devices.
(a) Monitor (b) Scanner (c) Keyboard (d) Mouse
23. Which memory is not directly accessed by CPU?
(a) Primary memory **(c) Secondary memory**
(b) RAM (d) ROM
24. Which option displays the list of files and folders?
(a) Large icons (b) Small icons **(c) list** (d) Details
25. Open option appears in the _____ bar.
(a) Task bar **(b) Menu control bar** (c) Menu bar (d) Title bar
26. An absolute referencing is specifies by using _____ sign.
(a) & (b) @ **(c) \$** (d) #
27. How many times you can used filter on a worksheet at a time.
(a) One (b) Two (c) three (d) Four
28. _____ option is used to delete a file/folder.
(a) Move **(b) delete** (c) Copy (d) Rename
29. Which option is used from organize menu to change the name of your file or folder?
(a) Move (b) Cut (c) Copy **(d) Rename**
30. Which option of group by organizes files and folders in alphabetical order?
(a) Type (b) date **(c) Name** (d) Size
31. Which option is used to send your file to desktop?
(a) Cut **(b) Send to** (c) Copy (d) Delete
32. A _____ is a collection of all the files in organization.
(a) Field (b) record **(c) Database** (d) Byte
33. How many parts are available in computer?
(a) 2 (b) 4 (c) 6 (d) 8
34. To predefined commands that perform some particular operations are called _____.
(a) Address (b) Menu (c) Data **(d) Functions**
35. The back and forward button are present on the _____ bar.
(a) Task bar (b) menu bar (c) Menu control bar (d) Title bar
36. CD burning is a process of copying data to _____.
(a) CD (b) DVD **(c) CD/DVD** (d) None of these
37. What is the full form of ALU?
(a) **Arithmetic logic unit** (c) Arithmetic large unit
(b) Arrange logic unit (d) Arrange list unit
38. What is the other name of secondary memory?
(a) ROM **(c) Permanent memory**
(b) RAM (d) Volatile memory
39. How many types of software are there?
(a) 1 **(b) 2** (c) 3 (d) 4
40. Which is not a printer from following?
(a) Drum **(b) Laser** (c) Flatbed (d) None of these