

2nd INTERIM TEST, 2022 -2023

CLASS 7

TIME : 40 MIN.

COMPUTER

MARKS 20.

A. Fill in the blanks-

[04]

1. A formula starts with an _____ sign.
2. The _____ is located next to the formula bar.
3. A _____ is a group of worksheets.
4. The intersection of a row and column is called _____.

B. State whether True or False.

[04]

1. Letters A to Z are the row headings.
2. Microsoft Excel is a presentation software.
3. You cannot enter text and Excel 2016.
4. Workbook is a collection of Excel formulas.

C. Answer in one word.

[05]

1. Name any one component of MS Excel.
2. What is the shortcut key to save Excel file?
3. What is extension of an Excel workbook?
4. Which key you will press to move to the next cell?
5. By default how many worksheets are there in Excel?

D. Application based questions.

[02]

1. The class teacher wants to find out the total marks of all students in the five subjects English, Hindi, Maths, Science, Social Studies. Suggest a function which she should use to accomplish this task?
2. Sahil has created a worksheet displaying the name and marks of the student. What type of data has Sahil used to create this worksheet?

E. Answer the following questions- (Any two).

[05]

1. How is formula bar different from name box?
2. Write two features of MS Excel.
3. Explain the steps of anyone method of adding a new worksheet in Excel?