**AFSS CENTRAL EVALUATION SYSTEM**

Central Assessment Team (CAT), HO Islamabad

**2nd Mid Term Examination 2016 – 17**

**COMPUTER - Class VII**

**50 marks 2 hours**

**INFORMATION FOR STUDENTS**

Marks are given against each question or part of question.

Write your name, roll number and date in the spaces provided below.

|  |  |
| --- | --- |
| Student Name: | Roll No: |
| Center Name: | Date: |
|  | Day: |
| Invigilator Name: | Sign: |
| Marks Obtained: | Remarks: |
| Examiner Name:  Date: | Sign :  Day: |

***OBJECTIVE-20***

**Q No 1: Fill in the blanks. 5**

i. The \_\_\_\_\_\_\_\_\_ function is used to find out the remainder in division.

ii. \_\_\_\_\_\_\_\_\_\_\_\_ is a collection of stylish and decorative texts.

iii. A \_\_\_\_\_\_\_\_\_\_\_ is the set of defined elements.

iv. The \_\_\_\_\_\_\_\_\_ shows the extend indicator.

v. Cut, copy and paste commands are present in \_\_\_\_\_\_\_ group.

**Q No 2: Choose the correct option and write in the space provided below. 5**

i. Alt + F4 keys is also called \_\_\_\_\_\_\_\_\_\_.

a) Exit b) create new c) open

ii. The cell with dark boundary is called \_\_\_\_\_\_\_\_\_\_\_ .

1. New cell b) Active cell c) cell address

iii. \_\_\_\_\_\_\_\_\_\_\_\_ key is used to undo an action.

a) Ctrl + A b) Ctrl + Z c) Ctrl + X

iv. Insert, Delete and Format commands are present in \_\_\_\_\_\_\_\_\_\_group.

a) Paragraph b) Styles c) Cells

v. Ctrl + Spacebar key is used to select entire \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

a) Work sheet b) Column c) Row

**Q No 3: What are these shortcut commands used for ? 5**

1. Ctrl + C \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Alt + F4 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Ctrl + O \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Ctrl + N \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Ctrl + O \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Q No 4: Tick ✓ the correct and cross × the wrong ones.**

1. Text is always left aligned. \_\_\_\_\_
2. You cannot apply vertical alignment for text. \_\_\_\_\_
3. You cannot change column width. \_\_\_\_\_
4. Cell is the smallest unit of work sheet. \_\_\_\_\_
5. Ctrl + K is used to copy the text. \_\_\_\_\_

***SUBJECTIVE-30***

**Q No1:Answer any five of the following questions. 5 x 4 = 20**

1. How many rows and columns are in a worksheet?
2. Define a spreadsheet. What are its uses?
3. Write the steps to change font style and size in a worksheet.
4. Explain the use of LEFT ( ) and RIGHT ( ) function.
5. Explain the use of LCASE ( ) and UCASE ( ) function with example.
6. Define absolute value.
7. Define formatting.

**Q No 2:Run the given functions in QBASIC and write their outputs in the space provided. 5**

1. Print Val(“I am in class 7”) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Print EXP(-15) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Print Abs(3.50) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Print sqr(15625) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Print Int(-10) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Q No 3: Practical 5**

Open MS Excel 2010 and prepare a list of marks for your class. Use the following headings.

|  |  |  |  |
| --- | --- | --- | --- |
| Cell A1 | Roll No | Cell B1 | Name |
| Cell C1 | Maths | Cell D1 | English |
| Cell E1 | Science | Cell F1 | History |
| Cell G1 | Geography |  |  |

Type the roll no, marks and names of at least 15 students in the appropriate cells.

Give the headings to the table as list of marks and save the worksheet by the name marks.