**AFSS CENTRAL EVALUATION SYSTEM**

Central Assessment Team (CAT), HO Islamabad

**Final 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) You can search a contact in \_\_\_\_\_\_\_\_\_\_\_.

 ii) ABC spellings and grammar command is present in \_\_\_\_\_\_\_\_\_\_\_\_ tab of

 message window.

 iii) The name Manager is present in \_\_\_\_\_\_\_\_\_\_\_ group.

 iv) A collection of work sheet is called \_\_\_\_\_\_\_\_\_\_\_\_\_.

 v) A \_\_\_\_\_\_\_\_\_\_\_\_ is a mathematical expression to perform calculations on

 data.

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

 i) A \_\_\_\_\_\_\_\_\_\_\_\_\_is the collection of stylish and decorative texts.

 a) Clip Art b) Word Art c) Hand Art

 ii) Themes command is present in \_\_\_\_\_\_\_\_\_\_\_ tab.

1. Page layout b) View c) Insert

 iii) New e-mail command is present in\_\_\_\_\_\_\_\_\_\_\_\_ tab.

 a) Respond b) Delete c) New

 iv) To send a reply to the sender only, click the \_\_\_\_\_\_\_\_\_\_\_\_\_.

 a) Reply button b) Reply all button c) Forward button

 v) To change the row height, the shape of the mouse pointer changes to

 \_\_\_\_\_\_\_\_\_\_\_\_\_.

 a) b) c)

**Q No3: Read the following clues and search the words in the grid given below. Search upward, downwards, across or diagonally. 5**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A** | **B**  | **C** | **D** | **F** | **G** | **W** | **H** | **I** | **J** | **T** |
| **K** | **L** | **M** | **N** | **O** | **P** | **O** | **Q** | **C** | **E** | **C** |
| **R** | **S** | **T** | **U** | **R** | **V** | **R** | **W** | **E** | **W** | **L** |
| **C** | **O** | **L** | **U** | **M** | **N** | **K** | **H** | **L** | **X** | **I** |
| **X** | **S** | **E** | **A** | **U** | **A** | **S** | **V** | **L** | **Y** | **P** |
| **Y** | **W** | **G** | **T** | **L** | **D** | **H** | **J** | **R** | **Z** | **B** |
| **Z** | **G** | **N** | **I**  | **A** | **Q** | **E** | **V**  | **S** | **A** | **O** |
| **J** | **O** | **A** | **E** | **L** | **R** | **E** | **I**  | **T** | **B** | **A** |
| **K** | **E** | **R** | **N** | **E** | **S** | **T** | **M** | **U** | **C** | **R** |
| **L** | **P** | **O** | **I** | **M** | **T** | **P** | **N** | **V** | **D** | **D** |
| **S** | **L** | **W** | **O** | **R** | **K** | **B** | **O** | **O** | **K** | **Q** |

1. The smallest unit in work sheet. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. Data in horizontal form. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. A group of adjacent cells. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
4. The data in the form of rows and columns. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
5. A mathematical expression used to solve problems. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Q No 4: Tick (✓) the correct and cross (×) the wrong ones. 5**

1. You can name a range by typing its name in formula box. \_\_\_\_\_
2. The undo button on quick access toolbar allows you to undo last 16 actions. \_\_\_\_\_
3. Text is always left aligned. \_\_\_\_\_
4. CC means copies to send. \_\_\_\_\_
5. You press the send/ button all folders button to receive. \_\_\_\_\_

***SUBJECTIVE-30***

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

1. Define the formatting and names the tabs present in format

cells dialog box?

1. What is inbox and outbox?
2. How do you receive mails? How do you check mails? How do you view attachment?
3. Write the steps to change style and size in a worksheet.
4. Define Range. How will you select multiples ranges of cells?
5. Write the steps to (a) insert a column (b) delete a row.
6. Define a spread sheet. What are its uses?

**Q No 2:Define the following key terms. 5**

1. Theme  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. ISP **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. Microsoft outlook 2010 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
4. Alignment  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
5. Fill Handle \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Q No 3:Write the steps of inserting word Art in an excel sheet. 5**