NAAHAR PUBLIC SCHOOL (CBSE) SENIOR SECONDARY – VILLUPURAM ACADEMIC YEAR 2022-2023

PERIODIC TEST 4

CLASS: VII	DATE:16.12.2022
SUBJECT: COMPUTER SCIENCE	MARKS:50
TEACHER INITIAL: Mrs. ASWIN UDHAYA.R	DURATION: 90 min
I.FILL IN THE BLANKS	(10X1=10)
1. container	
2.h1 , h6	
3.background	
4.main documents	
5 option allows you to preview your merged data ,one let	ter at a time.
6 is located in location group.	
7, and are some of the chart types suppo	orted by MS Excel.
8.In the dialog box,you can enter the address informati	on for each record.
9 allows an Excel user to concentrate on relevant data.	
10.A file that contains the data that varies in each copy of a merg	ed document is called the
II. NAME THE FOLLOWING	(10X1=10)
1. Tags used to accentuate text on a web page	
2. Attributes to specify the location of an image to be used in the b	oackground
3. Attributes to create a hyperlink	
4. Tag used to provide line breaks	
5.It allows a chart to be placed as a worksheet in a workbook	·
6. To filter data on the basis of a condition, you select .	

7.HTML element instruct web browser to render a web page to the viewer	
8. You specify a new data range for your chart in this box	
9. The facility to create a chart is available in this tab	
10.Filtering options are available in this tab	
III.STATE TRUE OR FALSE (5X1=5)	
1. You can make any changes in the mail merge recipients dialog box.	
2.Start mail merge is in reference tab.	
3.MS Excel does not automates the process of chart generation.	
4. Mail merge allows you to produce only one document from same template.	
5. The preview option is used to preview merged data.	
IV.COMPLETE THE PROCEDURE TO TYPE. A NEW LIST (3X1=3)	
1.After you type information for a record, click to move to the next record	
2.In the dialog box,click ok.	
3 In the dialog box,type the name that you want to give to your data source in the file name box.	
V.COMPLETE THE PROCEDURE TO FILTER DATA IN MS EXCEL (2X1=2)	
1.To apply filter to a column, Click on tab.	
2.Select from Sort and Filter group	
IV.COMPLETE THE PROCEDURE TO DEACTIVATE FILTER IN MS EXCEL(2X1=2)	
1.Click in Sort and Filter group of tab	
2.In order to remove the drop down arrow click in Sort and Filter group.	
V .ANSWER THE FOLLOWING (any 4) (4x2=8)	
1. What is mail merge?	
2. Define HTML	
3. What are the steps to create a new data base?	

- 4. What is a container tag.
- 5. What is a empty tag how it is applied?
- 6. Write the procedure to start mail merge

VI.ANSWER THE FOLLOWING QUESTIONS (5x2=10)

- 1. To use the chart wizard to transform a given data in to a chart
- 2. Write a HTML Program to demonstrate the use of heading tags.