

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 letter at a time.
- 6._____ is located in location group.
- 7._____,_____ and _____ are some of the chart types supported by MS Excel.
- 8.In the _____ dialog box,you can enter the address information 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 merged 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 background _____.
- 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 an 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 into a chart
2. Write an HTML Program to demonstrate the use of heading tags.