



ANANDALAYA
PERIODIC TEST - II
Class: VII

Subject: Computer
Date: 20-09-2025

MM: 30
Time: 1 hour

Name: _____ Div: _____ Roll No. _____

General Instructions:

1. There are 20 questions in this question paper. All questions are compulsory.
2. Q. No. 1 to 10 are objective type questions and carry 1 mark each.
3. Q. No. 11 to 20 are short answer questions and carry 2 marks each.

- I. Tick the most appropriate answer from the given options.
1. What is the file extension of a spreadsheet created in Excel? (1)
(A) . docx (B) .pptx (C) .xlsx (D) .html
 2. _____ key is used to turn a cell into editing mode. (1)
(A) F1 (B) F2 (C) F3 (D) F4
 3. Numbers in a spreadsheet are always: _____ (1)
(A) Left aligned (B) Center aligned (C) Right Aligned (D) Justified
 4. What will be the result of the formula = "Computer" & "Science"? (1)
(A) Computer Science (B) ComputerScience
(C) "ComputerScience" (D) Error
 5. _____ function is used to find the average of values. (1)
(A) =sum() (B) =max() (C) =min() (D) =average()
 6. _____ feature allows you to arrange data in ascending or descending order. (1)
(A) Filtering (B) Sorting (C) Formatting (D) Preview
 7. What is the standard paper size used for printing spreadsheets? (1)
(A) A3 (B) A4 (C) Letter (D) Legal
 8. The process of linking text values in a formula is called _____. (1)
(A) Addition (B) Filtering (C) Formatting (D) Concatenation
 9. The alignment combination that places data at the cell's lower-end corner on the right side is _____ alignment. (1)
(A) Top Left (B) Middle Center (C) Bottom Right (D) Top right
 10. Which type of function is used to calculate values like total, average, minimum, or maximum in a spreadsheet? (1)
(A) Text function (B) Numeric function
(C) Statistical function (D) Logical function

II. Answer the following questions.

1. Write any two types of number formatting used in spreadsheets. (2)

2. What are the steps to sort data in OpenOffice Calc? (2)

3. Write the steps to apply conditional formatting to highlight marks below 40. (2)

4. What is a cell range? Give one example. (2)

5. What is the use of the SUM() function? Write an example. (2)

6. What does the MIN() function do? Write an example. (2)

7. What will be the result of the formula = (10 – 8)/2? Explain the order of precedence. (2)

8. What is the purpose of page preview and export to PDF in spreadsheet software? (2)

9. Define external references and remote references. (2)

10. What will be the formula/function written in cell G2 and H2 to find the total and percentage (2) respectively?

	A	B	C	D	E	F	G	H
1	Sr.	Name	Maths	Science	SS	English	Total	Percentage
2	1	Riya	78	85	72	80	315	78.75
3	2	Aarav	65	70	68	74	277	69.25
4	3	Meera	90	88	85	92	355	88.75
5	4	Karan	55	60	58	62	235	58.75
6	5	Ananya	82	79	84	88	333	83.25

G2-

H2 -
