IInd Unit Syllabus

Class VII

Computer

Chapter 5

Microsoft Excel 2016

Book Work

Fill in the blanks.

1. Date gives the serial value of the current date.

2. For selecting non-adjacent columns press ctrl key.

3. Douglas Kundler is the father of Excel.

4. The intersection of a row and column is Excel is known as cell.

5. .xlxs is the default extension for an MS Excel file.

6. Time is represented as decimal fraction in Excel.

True or False.

1. Excel can be used for representing data in the form of charts. T

2. Worksheets contain many workbooks. F

3. There are 256 rows in Excel. F

4. Rows are represented using letters. F

5. Name box gives the name of the worksheet. F

6. Row height and column width can be adjusted in Excel. T

Answer the following questions.

1. What is a Spreadsheet?

   Ans. A **spreadsheet** is a file that exists of cells in rows and columns

and can help arrange, calculate and sort data. Data in a **spreadsheet** can be numeric values, as well as text, formulas, references and functions.

2. What is the difference between a workbook and a worksheet?

Ans. The **worksheet is** single page **spreadsheet** or page in Excel, where you can write, edit and manipulate data, whereas the collection of such **worksheets is** referred as a **workbook.**

3. What is the difference between horizontal and vertical scroll bars?

Ans. The vertical scroll bar is used to scroll up and down, while the horizontal scroll bar is used to scroll right and left.

4. Write the steps for saving an Excel file.

Ans. 1. Click the file tab.

2. Click save if you want to save the workbook with an existing name. or click save as if you want to save the workbook for the first time.

3. Select the location where you want to save your file.

4. Click on the save button, the file will be saved.

5. Define the following-

a. AutoComplete – Excel automatically suggests words that it finds you entered before.

b. AutoRecover- The **worksheet is** single page **spreadsheet** or page in Excel, where you can write, edit and manipulate data, whereas the collection of such **worksheets is** referred as a **workbook.**

c. AutoCorrect – Excel automatically cleans up text for language standards, such as capitalising the first word of a sentence, correcting common misspellings etc.

d. Autofill – Excel assumes the number series you are trying to enter in a column or row and fills in the empty cells based on its assumption. You can use Autofill to fill in data like numbers series, months, days etc.

e. AutoFit – Excel automatically enlarges or shrinks a cell to fit around its contents.

6. How will you add a worksheet to a workbook?

Ans- 1. Open a blank workbook. You will see a default worksheet named Sheet 1.

2. You can also click on Insert Sheets from the Cells group under the Home tab. A new sheet will inserted to the left of the current sheet.

7. Write the steps to resize rows in MS Excel.

Ans. Resize a row by dragging the bottom edge of a row further down or up when the cursor changes to a + sign.

8. How will you select non-adjacent rows?

Ans- This can be done by pressing CTRL key together with the row headings of the row you want. There is no other way of selecting non-adjacent rows in Excel.

9. How can you move data in MS Excel?

Ans- To move data from one cell in excel to another, click on the cell and use keyboard shortcut CTRL+ X and then click on the other location and press CTRL+ V. The data will be moved to the new location.

10. What are the advantages of spreadsheets?

Ans- 1. Editing – After creating a spreadsheet, you can enter data into a worksheet, update the values of cells.

2. Formulas-The ability to enter mathematical formulas is key to the usefulness of spreadsheets.

3. Preset Functions- Spreadsheet programs provide a range of preset functions that encapsulate common formulas, allowing users to apply functions without having to type them in manually.

4. Graphical Displays of Data- In Excel, the charts section provides the ability to present a data set within a chart or graph. This allows users to visualize and communicate their data sets within presentations.

Class VII

Computer

Chapter 6 - Introduction to DBMS

Book work - pg 93

Tick the correct answer.

1. The column in an MS Access table are also called ____ .

Ans. Fields

2. Qhen you open a blank database, there are ___ table(s) by default.

Ans. One

3. There are ____ types of databases.

Ans. Two

True or False

1. Data redundancy is related to data duplication. T

2. The primary key can have duplicate values. F

3. Design view is used to define the fields of a table. T

4. Relational database stores data in the form of a table. T

5. A Query uses a set of questions or specification in order to present the data in a particular format. T

Answer the following questions.

1. What is a database?

Ans. A database is a an electronic system of maintaining records in a manner which can be easily accessed and edited.

2. Write any two objectives of a database.

Ans. A. Maintain an organised collection of data such that it can be easily accessed, managed, updated and interpreted according to an organisation's requirements.

B. Control access to file systems so that all data is not accessible to all users.

3. What is DBMS?

Ans. A DBMS is a program which helps the user in managing a database and retrieving information from it. It acts as an interface between the user and the raw data in the hard disk of the computer.

4. Explain any two advantages of DBMS.

Ans. 1. Increased Data Security - In DBMS the access to sensitive data can be given to authorised users only. Hence their data security with the use of DBMS.

2. Quick Retrieval - DBMS helps in retrieving data from large database.

5. What are the two types of database?

Ans. There are two types of database-

1. Flat File Database

2. Relational Database

Q.6. What are the four components of a database?

Ans. 1. Tables

2. Queries

3. Forms

4. Reports

Q.7. What is MS Access?

Ans. Microsoft Access is a very popular and powerful relational database management system that provides graphical user interface. It organises data in the form of tables and helps in creating a relationship between the Tables by using the common fields.

Q.8. What are the two viewing options for tables in MS Access?

Ans. There are two viewing options in MS Access -

1.design view and

2. datasheet view

Q.9. What is the difference between data sheet view and design view?

Ans. 1. Datasheet view - This is used for entering the data in a table. Fields are displayed as columns in a table and records are rows.

2. Design view - this helps to decide which fields will be included and their properties. You can also insert a small description of the fields for your own benefit.

Q.10. How will you rename a field in datasheet view?

Ans. You can rename a field by following these steps-

1. Double click on the field name. This will highlight the field name which you can edit.

2. Click on Name and Caption button(Field Tab - properties - Name and Caption). This will launch the Filed properties dialog box.

3. Give a name of your choice and an optional description of the field. Click OK.