



# MADHAV INTERNATIONAL SCHOOL

Affiliated to the Council for Indian School Certificate Examinations (CISCE) - GU031/2014  
Pranaminagar, Vastral, Ahmedabad-382418, Gujarat  
Ph. +91-079-29292753 | Email: admin@madhavinternationalschool.org

## Grade- 7 Computer

- Chapter-2 MS EXCEL
- Chapter-8 INTRODUCTION TO HTML
- Chapter-9 COMPUTER VIRUSES
- Chapter-10 COMPUTER SECURITY

### Chapter-2 MS EXCEL

#### 1. What is a formula?

Ans: A formula in MS Excel Starts with an equal (=) sign. It is a sequence of values, cell reference, functions and operators. It produces new if values from the exiting values.

#### 2. Name all the errors displayed in MS Excel and state their possible reasons.

a) Errors are:

- #####: Column is not wide enough to display numbers.
- #DIV/o! Formula contains an invalid operation division by O.
- #N/A Data are not available.

#### 3. Define functions:

Ans: A function is a built in formula in MS Excel that is used to carry out common mathematical calculation. It saves us from writing lengthy formulae. E.g. Sum, Avg, Min, Max, etc.

#### 4. What is the use of auto sum facilities in MS Excel?

Ans: It is a shortcut of sum function. It provides a quick way of adding up columns or rows of numbers in a spreadsheet.

#### 5. Write the formula to calculate the average of three numbers in cells A1, A2 and A3.

= Average (A1, A2, A3)

#### 6. Describe functions present in the function library on the formula tab the ribbon.

Ans: Functions are:

- Autosum : Calculate the sum of a range of numbers.
- Recently used : Recently used functions are included.
- Financial : Cash flow return, financial function etc it shows.
- Logical : List of logical function.
- Text : Includes text based function.
- Date & Time : Includes function to calculate date & time.
- Lookup & Reference : Includes function for searching and reference purposes.
- Math & Trig : List of mathematical & trigonometric functions.

#### • Solve the equations using BODMAS rule.

$$\begin{aligned} 1. \quad & 25/5 + 2 - 3 \times 5 \\ & = 5 + 2 - 3 \times 5 \\ & = 5 + 3 - 15 \\ & = 7 - 15 \\ & = -8 \end{aligned}$$

2.  $35 \times 2 - 10/2 - 5$
3.  $40/5 - 10 \times 2 + 10$
4.  $20 \times 20/5 - 20 + 20$

### Chapter-8 INTRODUCTION TO HTML

#### • Difference between.

##### 1. WYSIWYG editor & Text Editor.

WYSIWYG	Text
User can use this without having knowledge of HTML.	User should have knowledge Of HTML.
Adobe dream viewer & Microsoft Front page are e.g.	WordPad & notepad are eg of it.

##### 2. Start tag & End tag

Start tag	End tag
First tag in a pairs in Start tag.	Second tag in a Pair is end tag.
In <H1>....<HI> <HI> is start tag.	In <HI>....<IHI> <IHI> is end tag.
Here no slash are Inserted.	Here slash is Inserted.

### 3. HTML & Head elements

HTML elements	Head elements
<HTML> identifies the document as HTML document.	<Head> contains information about the documents.
In <HTML> many tags are used. E.g. <Head>, <body>, <forms>, etc.	In <Head> tags can Be <base>, <link>, <meta>, <style>etc.

### 4. Title element & body element.

Title element	Body element
<title> element contains the document little.	<body> tag encloses all tags attributes & information.
This element used in <Head> tag.	This element is used in <HTML> tag.

### • Question & answer.

#### 1. Define:

**A)** HTML: Stands for hyper text markup language. It is a set of instruction given to a web browser to describe the structure of a web page.

**B)** Tags: The instructions given in HTML in the form of text characters.

#### 2. What are container & empty element in HTML? Explain with examples.

Ans: The element that has both the tags ir the starting tag as well as the ending tag is container element. The elements that have the starting tag only and have no end tag are called empty elements.

E.g.: <HTML>  
 <body>  
 <HI> hello <IHI>(container),  
 <br> (empty) Hi <IHTML>

#### 3. Write the steps to do the following tasks.

A. Create web page in HTML

- Click start button.
- Choose accessories from all programs.
- Click on notepad.
- Type:
 

```
<HTML>
<head> <titles> try</title> </heads>
<Body>      I am learning
</Body>
</HTML>
```

B. Save a web page in notepad.

- Click file "save"
- Select all files.
- Type name of file .HTML
- Click on save button.

C. View a web page in Microsoft internet explorer.

- Click on Microsoft internet explorer.
- Click on file ->open
- Click on browser and locate the saved HTML file.
- Select the file & click open.
- Click ok.

#### 4. Name the essential document structure elements of HTML.

- HTML element
- HEAD element
- TITLE element
- BODY element

## 5. Explain the use of font element in designing a web page in HTML.

### A) Use of font element are :

- i. Size: used to represents `<font size = value>` valid range 1 – 7 default the size is 3.e.g.: `<font size = b> Hello </font>`
- ii. Color: used to change the colors of the text. E.g.: `<font color = 'red'> hello </font>`
- iii. Face: sets the typeface that will be used to display the text on server. E.g.: `<font face = 'Times new roman'>`

## 6. Short note.

### A) Heading element.

- There are six levels of heading.
- `<H1>` is higher level.
- `<H6>` is the lowest level.

Used to announce topics to follow and information of all ranges according to a logical hierarchy.

e.g.:  
`<HTML>`  
`<Head> <title> heading`  
`</title> </Head>`  
`<body>`  
`<H1> Learner </H1>`  
`<H2> Learner </H2>`  
`<H3> Learner </H3>`  
`<H4> Learner </H4>`  
`<H5> Learner </H5>`  
`<H6> Learner </H6>`

`</Body>`  
`</HTML>`  
Output:-

Learner  
Learner  
Learner  
Learner  
Learner  
Learner

### a) B, I and U elements

B element is used to display the enclosed text in bold.

E.g.: `<B> Hello </B>`

Output: **Hello**

I Element: used to display enclosed text in italics. E.g. `<I> Hello </I>` output *hello*

U element used to display the enclosed text with underline E.g.: `<U> Hello</U>`

Output Hello

## Chapter-9 COMPUTER VIRUSES

### 1. What is a computer virus?

Ans: A computer virus is a program or a set of program designed specially to affect the normal functioning of a computer. Programmer create it's to harm memory, data, CPU speed & program.

### 2. What does a computer virus do?

Ans: Computer virus can infect the executable program files like Microsoft word and operating system programs. It can infect the attachment of e-mail, so virus spreads from one pc to another.

### 3. How do computer viruses spread?

Ans: Virus spread from the following ways.

- From removable media like pen drive, CD, floppy etc.
- From files downloaded from the internet.
- From e-mail attachment.

### 4. What is an antivirus software?

Ans: Antivirus software is application software designed to detect and remove the virus from the computer system. Its starts automatically when the computer system is started.

It checks for virus in all the directories and files of computer system. Some antivirus are:  
1) Norton 2) AVG 3) McAfee 4) Symantec 5) Quick Heal.

**5. List the various signs that indicate the presence of a virus in our computer.**

Ans: Signs are:-

- Computer begins to operate slower than normal.
- Computer shut down frequently.
- Restarts PC again & again.
- Applications we store in the computer do not work as usual.
- Some or whole disk drives becomes difficult to access.
- Error message pop up on the screen.
- A virus infected file will have double extensions such as image.jpg.vbs.
- Strange icons appear on our desktop.

**6. How can we prevent viruses from entering into our computer system?**

Ans: Prevention measures:

- Restrict access of viruses to your system both offline & online.
- Allow only authorized users to use your system.
- Keep programs and data on separate disks, if possible.
- Scan all removable devices.
- Updates the antivirus.

**• Difference between.**

**1. Resident viruses and direct action viruses.**

- Resident viruses are permanent.
- It damaged RAM and all files and programs.
- Direct action virus: Are not permanent.
- They affect the documents in the folder or directory.

**2. Overwrite viruses & boot viruses.**

Overwrite viruses	Boot viruses
These viruses damage or remove the data present in those documents that they infect, thus, marking them useless at last.	The virus that infects a part of hard disk floppy drive is referred to as boot sector Virus.

**3. Computer virus and antivirus**

Virus	Antivirus
It is a program designed Specially to affect the normal Functioning of a computer.	The tool that is used to Remove viruses a Computer is called an anti virus.
E.g. Polyboot .B, anti EXE.	E.g. Norton, AVG, Avast, Quick heal.

**Chapter-10 COMPUTER SECURITY**

**1. Why there is a need to secure our computer?**

Ans: We secure our computer to prevent:-

- Theft of hardware.
- Interruption of services.
- Piracy of information
- Damage to hardware or information.
- Unauthorized modification of information.
- Illegal confining of information or resources.

**2. What is authentication? Explain any one biometric authentication techniques.**

Ans:

A) Process of verifying a user's identify and his right to access a system is known as authentication.

**Biometric techniques:**

→ Face recognition:

The analysis of facial feature is done by scanning a person's face. It helps it authenticate and individual identity.

**3. What points should be kept in mind while creating a password?**

Ans:

- A) Don't use personal info like Surname DOB.
- B) Create a password by mixing different characters types it make it difficult to guess.
- C) Avoid using a password with repetitive letters or numbers.
- D) Try using a unique phrase as your password.
- E) Set password recovery options.

**4. Explain the terms encryption and decryption.**

**Encryption:** The process of converting data and information into a form that is not readable by anyone.

**Decryption:** The process of converting encrypted data back into a readable form.

**5. What does an antivirus program do? Mention some popular antivirus software.**

Ans: An antivirus is also a software program that detects the virus and removes it immediately.

Antivirus scan:

- a) Remove the detected malware from the computer.
- b) Separate all affected files and application so that the infection can't spread further.
- c) Attempt to repair infected files.
- d) Inform the uses of the presence of the malware.

Some antivirus software is Norton, AVG, MacAfee, Symantec, etc.

**6. Explain data backup. What is the advantage of taking backup?**

Ans: Taking a backup refers to the process of making one or more copies of important data to fall back on in the event of the loss of the original data.

Advantages:

- At the time of system crash, we can do restore of data.
- At the time of data lost, restore can be done.

**7. List some ways in which we can take a backup of the data.**

- Backup can be taken in pen drive CD, floppy disk by copying a data.
- Backup strategies can be used in bigger systems.

**8. What is firewall? Why do we use it for our computer?**

Ans: A firewall is a special security program that prevents unauthorized access to a computer network system.

A firewall inspects every data packet that arrives at a network and decides on the basis of a set of predefined rules, whether to let it can or not.

**9. Fingerprint recognition means.**

Ans: A fingerprint sensor is used to create a digital image of the fingerprint.

Then this image is compared to the stored image of a verified fingerprint and if it matches with it access is granted.

**10. Name some biometric authentication.**

Ans:

- 1. Fingerprint recognition.
- 2. Voice recognition.
- 3. Face recognition.
- 4. Iris recognition.