

**CLASS VII**

**COMPUTER ASSIGNMENT**

**Chapter 1**

1. What is the difference between single tasking and multi tasking?

2. Write the steps to create user account?

3. Write the steps to assign password to a user account?

4. Write the steps to switch between the user accounts ?

5. Write the steps to change the picture of a user account?

6. Write the steps to delete the user account?

7. Write the steps to share information on the network?

**Chapter 2**

1. Write one line for each of the icons
2. B
3. *I*
4. Write the steps to change the font colour and alignment of the data in Microsoft Excel 2010 worksheet?
5. Name some number formats used in Microsoft Excel 2010? Also explain them.
6. Write the steps to change number format in Microsoft Excel 2010 worksheet?
7. Write the steps to add background image in Microsoft Excel 2010 worksheet?
8. Fill In the Blanks
   1. Select the \_\_\_\_\_\_\_ which contains the data you want to change font.
   2. Click on the \_\_\_\_\_\_\_\_\_\_\_\_\_.
   3. Click on the down arrow of the \_\_\_\_\_\_\_\_\_\_. A drop down list of fonts would appear.
   4. Click of the font which you want to use. The selected font \_\_\_\_\_\_\_\_\_\_\_\_ to the data.

**Chapter 3**

1. Which chart displays the column of various lengths vertically?
2. Which chart displays the column of various lengths horizontally?
3. Which chart represents the correlation between two value sets?
4. Define the following charts
5. Column
6. Area
7. Doughnut
8. Radar
9. Surface
10. Stock
11. Bubble
12. Define a chart?
13. Write the steps to create a chart in Microsoft Excel 2010 worksheet?
14. Name the various charts displayed in Microsoft Excel 2010 worksheet?
15. Write the steps to change the style of the chart in Microsoft Excel 2010 worksheet?
16. Write the steps to change the type of the chart in Microsoft Excel 2010 worksheet?
17. Write the steps to add access title to the chart in Microsoft Excel 2010 worksheet?
18. Why do you resize a chart in Excel?
19. Why do you move a chart?

**Chapter 4**

1. What is Microsoft Access 2010? Write the steps to Start Microsoft Access 2010?
2. Explain the various components of the Microsoft Access 2010 window?
3. What does Microsoft Access 2010 database contain? Explain.
4. Write the steps to create a database using templates in Microsoft Access 2010?
5. Write the steps to enter data in Microsoft Access 2010 database using templates?
6. Write the steps to open database of Microsoft Access 2010?

**Chapter 5**

1. Explain various steps to start creating web pages?
2. Explain the HTML document structure?
3. Write the steps to save a web page?
4. Write the steps to create a numbered list?
5. Write the steps to change the style of the numbered list?

**Chapter 6**

1. Explain the timeline of Macromedia Flash 8?
2. Explain the drawing toolbar of Macromedia Flash 8?
3. Explain layers and write the steps to add layers?
4. Write the steps to set the layer properties?
5. Write the steps to set movie dimensions and speed for animation?

**Chapter 7**

1. What is Virus?
2. Name the various types of virus?
3. Write the steps to scan a file with an antivirus?
4. How can you protect your computer from virus?
5. Write a short note on virus evolution?