



Unit 2 • Information and Communication Technology: spreadsheets, photos, viruses and software

Name _____ Class _____ Roll no. _____ Date _____ Marks _____ / 33

1 Key words

[4]

Fill in the blanks with words from the box. Two words in the box are not needed. Each blank carries 0.5 mark.

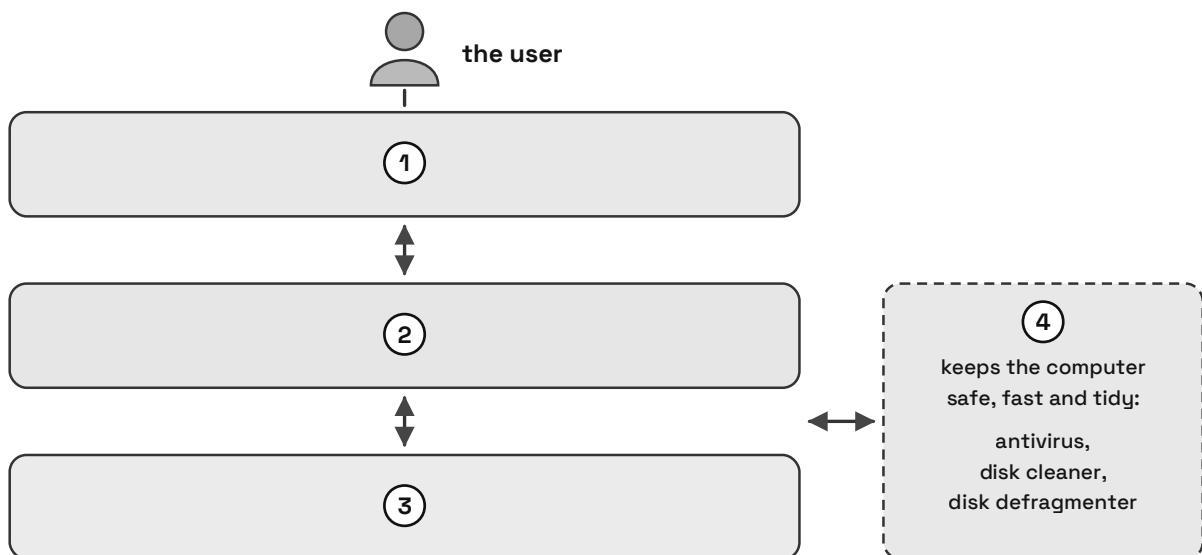
browser cell cropping formula hardware pixels software spreadsheet URL virus

A computer program used mainly for calculating and for making charts is a _____. The box where a column and a row of it meet is a _____, and a calculation typed into it, beginning with =, is a _____. A digital photo is made of tiny colored squares called _____. Keeping only the part of a photo we need and cutting off the rest is called _____. A harmful program that gets into a computer and damages its files is a computer _____. A set of programs is called _____, while the physical parts of a computer that we can touch are its _____.

2 Label the diagram

[2]

The diagram shows how the kinds of software work together. Write the names of the parts numbered 1 to 4. Each carries 0.5 mark.



1. _____

2. _____

3. _____

4. _____



[5]

Choose the correct option for each of the following questions.

- i. What type of software is Windows? [1]
 - a. system software
 - b. application software
 - c. utility software
 - d. driver software
- ii. What does **drag** mean in a spreadsheet? [1]
 - a. select
 - b. select and copy
 - c. select and move
 - d. select and paste
- iii. Cell B4 holds 6 and cell C4 holds 25. What does the cell with =B4*C4 show? [1]
 - a. B4C4
 - b. 31
 - c. 150
 - d. 6×25
- iv. Which of these is **utility** software? [1]
 - a. Android
 - b. PowerPoint
 - c. an antivirus program
 - d. Linux
- v. Rina's online admission form says: "Photo: JPEG, up to 200 KB." Her photo is a 3 MB JPEG. What should she do? [1]
 - a. crop it to a smaller part
 - b. resize it to fewer pixels and save it as a JPEG
 - c. change its brightness
 - d. save it as a PDF

[4]

Write very short answers to the following questions.

- | | | |
|-------------|--|------------|
| a. | What is the address of the cell in column C and row 2 of a spreadsheet? | [1] |
| <hr/> <hr/> | | |
| b. | Write the formula that adds all the numbers in cells B2 to B7. | [1] |
| <hr/> <hr/> | | |
| c. | What is the full form of DCIM, the folder of photos on a phone? | [1] |
| <hr/> <hr/> | | |
| d. | To whom should a student report it if a social media account is hacked or someone online threatens them? | [1] |



5 Short answers

[8]

Write short answers to the following questions.

a. Write any two differences between system software and application software.

[2]

b. Write any two signs that a computer may have a virus.

[2]

c. Give a reason: an edited photo should be saved as a copy.

[2]

d. Why is it necessary to follow a code of conduct when using the internet on a computer?

[2]

6 Long answer

[4]

Write a long answer to the following question.

What is a computer virus? What can be done to stop computers being infected with viruses?



[4]

In a spreadsheet, Aarati's name is in cell B2 and her marks in English, Nepali, Maths, Science and Social are in cells C2 to G2: 55, 45, 70, 56 and 72. Each subject has full marks 100.

- Write the formula for her total marks in H2. (1)
- Write the formula for her percentage in I2. (1)
- Work out her total marks and her percentage. (2)

Answer:

[2]

Sita, who is in Grade 7, gets a friend request from “Anu, 13, Pokhara”, with a pretty photo. They chat every day. After two weeks, Anu asks Sita for her home address and a photo of her school uniform, “so I can send you a gift”. What should Sita do, and why?

(not marked)

Type the marks of your final term examination into a spreadsheet, one subject in each row, and work out your total and your percentage with formulas.

Subject (column A)	Marks (column B)
Total (formula: _____)	
Percentage (formula: _____)	

What happened to the total when you changed one of the marks?

