

GIRLS' HIGH SCHOOL & COLLEGE, PRAYAGRAJ

SESSION: 2020-2021

CLASS : 7 (A,B,C,D,E,F)

SUBJECT: COMPUTER

Assignment-1

Topics: Ethics And Safety Measures In Computing And Spreadsheet-An Introduction

INSTRUCTION

The Parents to ensure that their ward watches the video instructions for this assignment by clicking on the given links:

<https://youtu.be/wM6lyxqMEFU>

<https://youtu.be/3KHjwsCe3qg>

She should revise the lesson given in the book and then work on the assignment .The completed assignment is to be downloaded and filed/ pasted in subject file/ copy and kept ready for submission. The day, date and procedure of submission shall be notified later.

Reference book:

Logix Class 7 (Kips Publications)

Q1. FILL IN THE BLANKS:

1. _____ is a term referring to the legal property rights of a person over his/her creations of mind, both artistic and commercial.
2. _____ is defined as a communication that intends to harm or damage the reputation of a person, business, product, government, religion or nation.
3. _____ is a small text file stored on your computer's browser directory that collects the information of your online activity and reports back to the host.
4. The use of Internet can affect the _____ rights and personal data of a person.

5. The validity period for a trademark is _____ years and can be renewed.
6. By default, a workbook contains _____ worksheets.
7. _____ bar shows the data and formulas entered in an active cell.
8. There are _____ number of rows in a worksheet.
9. We can use either upper or lower case letters while entering the _____ in a formula.
10. _____ box shows the address of an active cell.

Q2. STATE TRUE OR FALSE:

1. Minors should always surf Internet under the supervision of their parents.
2. A patent grants the inventor the sole right to make, use and sell that invention for an unlimited period.
3. Always buy a licensed copy of the software.
4. IPC stands for Indian Penal Code.
5. Do not log on to an inappropriate website.
6. We can enter three types of data in a worksheet.
7. Microsoft Excel is the most suitable program for documentation.
8. Data cannot be entered in an active cell.
9. Letters A to Z, AA to ZZ are the row headings.
10. To save a workbook, Ctrl+S key combination is used.

Q3. ANSWER THE FOLLOWING:

1. What is social engineering?

2. What is firewall?
3. What do you know about cyber espionage?
4. What is digital footprint?
5. Write a short note on cyber crime. Briefly explain the categories of cyber crime.
6. What is Microsoft Excel?
7. Write down the features of Microsoft Excel.
8. Differentiate between a Workbook and a Worksheet.
9. Define the following-
 - a) Cell
 - b) Status Bar
10. How many characters can a cell contain?
11. How will you rename a worksheet?
12. Name the types of data that can be entered in a worksheet. Explain them briefly.
13. What is the difference between formula and function?

END