

GRADE 7 ICT WORKSHEET

Edison Global Academy Term II – ICT

SECTION A: MULTIPLE CHOICE QUESTIONS (1 mark each)

1. Which function is used to add numbers in Excel?

- A. COUNT
- B. SUM
- C. MAX
- D. IF

2. Which symbol is used to start a formula in Excel?

- A. #
- B. @
- C. =
- D. %

3. A digital footprint can be:

- A. Only active
- B. Only passive
- C. Both active and passive
- D. None

4. Which of the following is an example of cyberbullying?

- A. Sending homework
- B. Sending threatening messages
- C. Watching videos
- D. Saving a file

5. Which chart is best to compare categories?

- A. Pie chart
- B. Bar chart

- C. Line chart
- D. Scatter graph

6. Which feature is used to combine slides with sound and animation?

- A. Slide Sorter
- B. Transitions
- C. Multimedia
- D. Page Layout

7. Which function counts numbers only?

- A. COUNT
- B. SUM
- C. AVERAGE
- D. MIN

8. Strong passwords should include:

- A. Only letters
- B. Only numbers
- C. Letters, numbers, symbols
- D. Your name

SECTION B: SHORT ANSWER QUESTIONS (2 marks each)

9. **Define** the term *Cyber Security*.

10. **State** two examples of passive digital footprints.

11. **Identify** two Excel functions used in a billing system.

12. **Describe** how the IF function works.

13. Compare Bar chart and Pie chart (1 difference).

14. State two features of an effective multimedia presentation.

15. Calculate:

If Cell A1 = 10 and B1 = 5, write the formula to multiply them.

SECTION C: STRUCTURED QUESTIONS (4 marks each)

16. Explain how Excel can be used to create a simple billing system.

17. Analyse the dangers of cyberbullying on students.

18. Explain the difference between active and passive digital footprints with examples.

19. Construct a formula to calculate total price if Quantity is in A2 and Price is in B2.

20. Evaluate why charts are important when presenting data.

SECTION D: HIGHER ORDER (CHALLENGE – 5 marks each)

21. Design a basic layout of a billing system in Excel. Include headings and at least 4 columns.

22. Justify why cyber security awareness is important in schools like Edison Global Academy.