ST. ANDREWS SCOTS SCHOOL

Adjacent Navniti Apartment IPExtn., Patparganj , Delhi -110092

Session - 2026-2027

Class - VII Subject - Computer L- 7 Answer key

Q.1 Tick the correct option.

1. iii) Google Calendar
2. i) Google Classroom
3. ii) Google Translate
4. iii) Sending an E-mail

Q2. True/ False

1) True
2) False
3) True
4) False
5) False

Q3. Answer in one or two words.

1. You - tube
2. Google Docs
3. Google Drive
4. Google Slides
5. Street View

Q4 Think and answer

4. a. Google Workspace is a collection of cloud-based productivity and collaboration tools developed by Google, including Gmail, Drive, Docs, Sheets, Calendar, and more.

   b. Google Apps help users work collaboratively online, store and share data securely, communicate efficiently, and access files from any device.

   c. Google Earth allows users to view detailed maps, satellite imagery, 3D buildings, and terrain. It helps users explore different parts of the world virtually.

   d. Cloud computing is a technology that allows users to store and access data and applications over the internet instead of using local storage or hardware.

   e. Google Slides is an online presentation tool by Google used to create, edit, and share slideshow presentations, similar to Microsoft PowerPoint.

   f. Following are the steps:

   1. Open your web browser and go to docs.google.com.
   2. Sign in using your Google account.
   3. Click on the + Blank template to create a new document.
   4. Start typing or uploading your file.

   g. Google Sheets is an online spreadsheet tool for creating, editing, and sharing data in rows and columns.

   To share: Click Share, enter the email addresses, and choose permission (view, comment, edit).

   To protect: Use Data > Protected sheets and ranges to restrict editing access to specific cells or ranges.

5. Application based questions.

5. a. He should use Google Photos.

   b. She should use Google Classroom.

   c. She can use Google Forms.