ASSIGNMENT BOOKLET

Certificate in Communication and IT Skills programme

(CCITSK program)

Course: IT Skills

Course Code: BPOI 007

For January 2024 session

AND

For July 2024 session

School of Vocational Education and Training
Indira Gandhi National Open University
New Delhi-110 068

Course BPOI-007: IT Skills
CCITSK programme

Dear Student,

We hope you enjoyed reading the course and found it useful in applying it in your day-to-day requirements.

To help you understand the material better and prepare you for the final examination later, we have an assignment for this course. This assignment is a Tutor Marked Assignment (TMA) and carries 100 marks.

Aims: The TMA is mainly concerned with your ability to understand the material and apply it meaningfully in real-life interactions. These assignments are as much a teaching device as a testing tool.

Guidelines: You will be required to answer the questions which are based on the units and you're understanding and practice of the activities.

As in day-to-day life, planning is important in doing the assignments well. Read the assignments carefully; go through the units on which they are based and jot down some points regarding each question. Prepare a rough draft of the answers.

Make sure that your answer:

a) Is written in simple and correct English,

b) is written neatly and clearly,

c) Reflects your understanding of the units.

Please remember that it is compulsory to submit your assignments before you can take the Term End Exams. Please submit assignments at your study center. Also remember to keep a copy of your assignments with you and do take a receipt from your Study Centre when you submit the assignments. If you do not have a study center in your city/region, please dispatch/ email scan copy of same to "The Programme Coordinator, SOVET, Block no 15 E, New Academic Building, First Floor, IGNOU, Maidan Garhi, New Delhi – 110068

   On the top of the first page of your Tutor Marked Assignment (TMA) answer sheet, pleasewrite the details exactly in the following format:

Enrolment No. _____   **Date:**_____

Course Code: _____   **Course Title:** _____

Name: _____   **Address:** _____

Signature: _____

Assignment for Course BPOI-007: IT Skills

Answer any 10 questions. All questions carry equal marks (10 x 10)

1.   List and explain different types of security measures.

2.   Explain the following features in MS excel :
i) Cells
ii) Autofill
iii) Worksheet
iv) Sort
v) Filter

3.   Define Topology? Differentiate between ring topology and star topology.

4.   Explain the advantages and disadvantages of blogging.

5.   Explain the procedure of sharing of data between Web Server and Web Clients and explain the components of the IP address?

6.   **Compare and contrast any two of the following (2x5)**
(a) DDL and DML
(b) Macro and Functions in the context of spreadsheets.
(c) Compiler and Interpreter
(d) Mouse and Graphics tablet
(e) CD-ROM versus USB Drive

7.   Define Information security? What is the difference between information Security and computer security?

8.   Explain MS power point and list the different kinds of views available to format the slides.

9.   Explain step-by-step to insert an image on the slide.

10.   Explain pie chart and bar chart in MS-Excel.

11.   Explain any five features of Search Engine.
    1.   .