

BPOI-007

IT-Skills (BPOI-007)

**Diploma in Business Process Outsourcing
Finance and Accounting programme (DBPOFA)**

And

Certificate in Communication and IT Skills programme (CCITSK)

ASSIGNMENT BOOKLET

(For January 2018 and July 2018 sessions)



School of Vocational Education and Training

Indira Gandhi National Open University
Maidan Garhi, New Delhi-110 068

Course BPOI-007: IT Skills

DBPOFA and CCITSK programme

(IGNOU in association with Accenture)

Course Code: BPOI-007

Dear Student,

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

In order 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 your 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.

You will be evaluated on the following criteria:

- fulfilling and completing all aspects of the task/question,
- how you have dealt with your ideas,
- whether you used appropriate linkers when required,
- did you make adequate use of paragraph when required,
- range and correctness of vocabulary,
- Accuracy of grammatical structures.

Please remember that it is compulsory to submit your assignments before you can take the Term End Exams. 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. In the event that you do not have a study centre in your city/region, please forward it to **“The Programme Coordinator, SOVET, Block no 15 E, New Academic Building, First Floor, IGNOU, Maidan Garhi, New Delhi – 110068”**

Last Date for Submission of Assignment:

For June Exam

Before 31st March

For December Exam

Before 30th September

Course BPOI-007: IT Skills

Max. Marks: 100

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BPOI-007 Assignments

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

1. List and explain different types of security measure.
2. What do you mean by input devices and output devices? Mention the Types of printers available with its advantages?
3. Define Information security? What is the difference between information Security and computer security
4. Explain the procedure of sharing of data between Web Server and Web Clients And explain the components of the IP address.
5. Explain what is MS power point and list the different kinds of views available to format the slides
6. Explain the following features in MS excel :
 - i). Cells
 - ii). Worksheet
 - iii). Filter
 - iv). Autofill
 - v). Sort
7. Explain the advantages and disadvantages of blogging?
8. Name the page file options and what measures are taken to perform the dynamic charting
9. What is virus? Classify the different types of viruses available?
10. Explain the differences between MS Word and MS PowerPoint?