

**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 2019 and July 2019 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**

**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 31<sup>st</sup> March**

**For December Exam**

**Before 30<sup>th</sup> September**

## **BPOI-007 Assignments**

### **BPOI-007: IT Skills**

Max Marks: 100

Course Code: BPOI-007

**Answer any 10 questions. All questions carry equal marks (10X10)**

1. Explain pie chart and bar chart in MS-Excel.
2. Define MS-Excel. How many rows are there in MS-Excel 2007?
3. What is difference between Virus and Anti-Virus? Write the names of some viruses.
4. Explain the following features in MS-Word.
  - I. Status Bar
  - II. Scroll Bar
  - III. Ruler
  - IV. Portrait and Landscape
  - V. Bullets
5. What is input and output device? Write the name of input and output devices.
6. What is the difference between DDL and DML in DBMS?
7. What is a Web Browser? Write the name of some Web Browsers.
8. What is the difference between application software and system software?
9. What is the use of MS-PowerPoint and what is its extension name?
10. Define ALU and CU?
11. How internet is useful to us?