

# ASSIGNMENT BOOKLET

**Course: IT Skills (BPOI-007)**

**Diploma in Business Process  
Outsourcing Finance and Accounting  
programme**

**(DBPOFA: Semester 2)**

**For January 2023 Re-registration session**

**For July 2023 Re-registration session**



**SOVET**

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

# Course BPOI-007: IT Skills

## DBPOFA 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 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.

**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. In the event that 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”/ [geetikajohry@ignou.ac.in](mailto:geetikajohry@ignou.ac.in)**

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

Enrolment No. _____	Date: _____
Course Code: _____	Course Title: _____
Name: _____	Address: _____

Signature: \_\_\_\_\_

## Assignment for Course BPOI-007: IT Skills

**Max. Marks: 100**

**Weight age in TEE: 20%**

**Pass mark: 40%**

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

1. What do you mean by input devices and output devices? Describe the types of printers available with its advantages.
2. Explain CPU and what are the main functions of CU and AU?
3. Define Topology? Differentiate between ring topology and star topology
4. What is virus and classify different types of viruses available.
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) Social networking and Blogging
  - (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. What is open-source software? Give examples. What are the Advantages and Disadvantages of using open-source software?
8. Explain MS power point and list the different kinds of views available to format the slides.
9. How do you make a PowerPoint presentation into a video?
10. Explain pie chart and bar chart in MS-Excel.
11. Explain any five features of Search Engine.

**Last Date for Submission of Assignment (or as and when notified by the University)**

**For appearing in June 2023 TEE exams**

**31st March**

**For appearing in Dec 2023 TEE exams**

**30th September**