

**DIPLOMA IN BUSINESS PROCESS  
OUTSOURCING - FINANCE AND  
ACCOUNTING AND CERTIFICATE IN  
COMMUNICATION AND IT SKILLS  
(DBPOFA/CCITSK)**

**Term-End Examination**

**December, 2012**

**BPOI-007 : IT SKILLS**

*Time : 2 hours*

*Maximum Marks : 50*

*Note : Section A : Answer all the objective type questions.*

*Section B : Answer any six questions out of eight.*

**SECTION - A**

**(Answer all the questions)**

1. \_\_\_\_\_ Will allow us to put the information on top and bottom of the document. 2
- (a) Head and foot  
(b) Header and footer  
(c) Both (a) and (b)  
(d) None of the above.
2. Internet uses \_\_\_\_\_ method. 2
- (a) Packet Switching  
(b) Circuit Switching  
(c) Telephone Switching  
(d) Telex Switching

3. A web page is located using a 2
- (a) Universal Record Linking
  - (b) Uniform Resource Locator
  - (c) Universal Record Locator
  - (d) Uniformly Reachable Links
4. HTML stands for 2
- (a) Hyper Text Making Links
  - (b) Hyper Text Mark-up Language
  - (c) Higher Textual Marking of Links
  - (d) Hyper Text Mixer of Links
5. A typical worksheet has \_\_\_\_\_ number of 2  
columns.
- (a) 128
  - (b) 256
  - (c) 512
  - (d) 1024
6. Comments put in cells are called 2
- (a) Smart Tip
  - (b) Cell Tip
  - (c) Web Tip
  - (d) Soft Tip
7. Which menu option can be used to split windows 2  
into two
- (a) Format → window
  - (b) View → window → split
  - (c) Window → split
  - (d) View → split

8. \_\_\_\_\_ is the option which helps to get drop down options in MS - word. 2
- (a) Status Bar            (b) Menu Bar  
(c) Task Bar              (d) None of the above
9. An Excel workbook is a collection of 2
- (a) Workbooks  
(b) Worksheets  
(c) Charts  
(d) Worksheets and Charts
10. Multiple calculations can be made in a single formula using 2
- (a) Standard formula  
(b) Array formula  
(c) Complex formula  
(d) Smart formula

## SECTION - B

(Answer any six questions out of eight) :

11. Explain the different uses of Internet. 5
  12. Explain the following features in MS - Excel. 5
    - (a) Sort
    - (b) Formula bar
    - (c) Status bar
    - (d) Macro
    - (e) Charts
  13. Explain the step-by-step procedure for inserting a table in MS-word document. 5
  14. Explain the purpose of "Bullets and Numbering" in MS - word. 5
  15. Describe the features of a search-engine. 5
  16. What is the difference between themes, Page templates and Web templates ? 5
  17. What are the objects of Access database ? 5
  18. Write a step-by-step to insert an image on a slide. 5
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