BPOI-007

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

Term-End Examination

December, 2014

00484

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.   Background colour or effects applied on a
     document is not visible in   *2*

     (a)   Web layout view

     (b)   Print layout view

     (c)   Reading view

     (d)   Print preview

2. If you want to keep a track of different editions of a document which features will you use ? *2*

   (a)   Editions

   (b)   Versions

   (c)   Track change

   (d)   All the above

3. What is the short-cut key to open the Open dialog box ? *2*

   (a)   F12

   (b)   Shift F12

   (c)   Alt+F12

   (d)   Ctrl+F12

4. You cannot close MS-Word application by *2*

   (a)   Choosing File menu then Exit Submenu

   (b)   Press Alt+F4

   (c)   Click × button on title bar

   (d)   From File menu choose Close Submenu

5. PowerPoint design templates are stored in a file with this extension : *2*

   (a)   .ptt

   (b)   .pot

   (c)   .ppt

   (d)   .dtp

6. In PowerPoint, when the mouse pointer appears as _____ it indicates that the Draw Table feature is on. *2*

   (a)   Solid plus sign

   (b)   Solid arrow

   (c)   I-beam

   (d)   Pencil

7. What is the short-cut key to insert current date in a cell ? *2*

(a) CTRL+D

(b) CTRL+T

(c) CTRL+;

(d) CTRL+/

8. What value will be displayed if the formula = "$55·00" + 5 is entered into a cell ? *2*

(a) $60

(b) 60

(c) "$55·00" + 5

(d) $60·00

9. What is the short-cut key to undo the last action in a document ? *2*

(a) Ctrl+X

(b) Ctrl+Y

(c) Ctrl+Z

(d) None of the above

10. What is the short-cut key for spelling check in a document ? *2*

(a) F7

(b) Shift+F7

(c) Ctrl+F7

(d) Alt+F7

SECTION B

*Answer any **six** questions out of eight.*

11. What are Network topologies ?   *5*

12. Differentiate between bridges and gateways.   *5*

13. Write short notes on the following : $2\times2\frac{1}{2}=5$

    (a)   Client-Server Model

    (b)   HTML

14. Write the basic features of MS-Word and write its advantages.   *5*

15. What is the purpose of TCP/IP ?   *5*

16. Write the advantages and disadvantages of Internet.   *5*

17. Explain the process in steps for drawing a table comprising 4 rows and 4 columns in MS-Word.   *5*

18. How does the e-mail system work ?   *5*