

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

Term-End Examination

December, 2015

BPOI-007 : IT SKILLS

Time : 2 hours

Maximum Marks : 50

Note : (i) *Section A : Answer all the objective type questions.*
(ii) *Section B : Answer any six questions out of eight.*

SECTION - A

(Answer all the questions)

1. What difference does the 5th generation computer have from other generation computers ? 2
 - (a) Technological advancements and AI
 - (b) Scientific code
 - (c) Object Oriented Programming
 - (d) All of the above

2. The list of coded instructions is called _____. 2
 - (a) Computer Program
 - (b) Algorithm
 - (c) Flowchart
 - (d) Utility Programs

3. A floppy disk contains _____ . 2
- (a) Circular tracks only
 - (b) Sectors only
 - (c) Both circular tracks and sectors
 - (d) All of the above
4. What is the shortcut key to split a table ? 2
- (a) Ctrl + Alt + Enter
 - (b) Ctrl + Shift + Enter
 - (c) Alt + Shift + Enter
 - (d) Alt + Space + Enter
5. Which key on the keyboard can be used to view slideshow ? 2
- (a) F1
 - (b) F2
 - (c) F5
 - (d) F10
6. PowerPoint presentation is a collection of _____ . 2
- (a) Slides and handouts
 - (b) Speaker's notes
 - (c) Outlines
 - (d) All of the above
7. The arrangement of elements such as Title and Subtitle text, pictures, tables etc. is called _____ . 2
- (a) Layout
 - (b) Presentation
 - (c) Design
 - (d) Scheme

8. Which would you choose to move selected text from one place to another ? 2
- (a) Move and paste
 - (b) Copy and paste
 - (c) Cut and paste
 - (d) Delete and paste
9. Which key deletes the character to the left of the cursor ? 2
- (a) End
 - (b) Backspace
 - (c) Esc
 - (d) Delete
10. In MS - Word; (Ctrl + S) is for _____. 2
- (a) Scenarios
 - (b) Size
 - (c) Save
 - (d) Spelling check

SECTION - B

(Answer **any six** questions out of **eight**)

11. What is HTML ? Explain its role in the Internet. 5
12. Give differences between the following : $2\frac{1}{2} \times 2 = 5$
- (a) Microcomputer and Minicomputer.
 - (b) Third Generation Computers and Fourth Generation Computers.
13. Explain the process of providing references in MS - Word document. 5
14. Explain the purpose of "Page Layout" in MS - Word. 5

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|-----|---|---|
| 15. | What is the difference between themes, page templates and web templates ? | 5 |
| 16. | What are the features of Access Database ? | 5 |
| 17. | What are the features of web browser ? | 5 |
| 18. | List various tools available on Internet and describe any two . | 5 |
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