

**DIPLOMA IN BPO FINANCE AND ACCOUNTING/CERTIFICATE IN  
COMMUNICATION AND IT SKILLS**

00132

**(DBPOFA/CCITSK)**

**Term-End Practical Examination**

**December, 2016**

**BPOI-007(P) : IT SKILLS LABORATORY COURSE**

*Time : 3 Hours*

*Maximum Marks : 100*

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**Note :** (i) *There are six questions in this paper. Attempt any **five** questions.*  
(ii) *Each question carries 20 marks.*

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1. Develop a simple presentation about the company you work for using MS-PowerPoint. Use animation also. Limit your presentation to not more than 7 slides.
2. Use appropriate command in Linux to list all the files whose name starts with 'A' or 'a' and move all those files to a new directory called "ADIR".
3. Create a list of 10 people. Create a "Marriage Invitation Letter". Use Mail Merge feature of MS-Word to send this letter to the said recipients.
4. Create a table to store the details of books. Identify a primary key. Select appropriate data types for all the fields. Enter 5 meaningful records.
5. Search Internet to find the list of historical monuments in Delhi. Use any search engine to obtain the requisite information. Prepare a brief note using MS-Word.
6. Write a formula in MS-Excel to find the number of students who secured less than 50% marks in Biology but more than 80% in Mathematics. Make necessary assumptions for creating the records of at least 10 students and their marks in respective subjects.