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

**Term-End Examination**

**December, 2016**

**BPOI-007 : IT SKILLS**

*Time : 2 hours*

*Maximum Marks : 50*

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

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**SECTION - A**

**(Answer all the questions)**

1. A report can be created using \_\_\_\_\_. 2
- (a) Wizard
  - (b) Design view
  - (c) Both (a) and (b)
  - (d) None of the above
2. HTML is derived from : 2
- (a) SGML
  - (b) TCP/IP
  - (c) Browsers
  - (d) URL

3. Which of the following website is used to search for other website by typing a keyword ? 2  
(a) Routers (b) Blogs  
(c) Social Networks (d) Search Engine
4. Which of the following Excel Screen Components can NOT be turned on or off ? 2  
(a) formula bar (b) status bar  
(c) tool bar (d) none of these
5. What is the shortcut key to open the open dialog box ? 2  
(a) F12 (b) Shift F12  
(c) Alt + F12 (d) Ctrl + F12
6. End key : 2  
(a) Moves the cursor to end of the line  
(b) Moves the cursor to end of the document  
(c) Moves the cursor to end of the screen  
(d) None of the above
7. The key F12 opens a : 2  
(a) Save As dialogue box  
(b) Open dialogue box  
(c) Save dialogue box  
(d) Close dialogue box
8. Borders can be applied to : 2  
(a) Cells (b) Paragraph  
(c) Text (d) All of above

9. Portrait and Landscape are : 2
- (a) Paper Orientation
  - (b) Paper size
  - (c) Page layout
  - (d) All of the above
10. Which of the following is not a font style ? 2
- (a) Bold
  - (b) Italics
  - (c) Both (a) and (b)
  - (d) Superscript

**SECTION - B**

(Answer any six questions out of eight)

11. Explain how Internet works. 5
12. Explain the following features in MS Excel : 5
- (a) Workbook
  - (b) Status bar
13. Explain the process of drawing table in Excel document. 5
14. How is the formatting done in MS Word ? 5
15. Explain any five features of HTML. 5

16. Differentiate between relative and absolute cell referencing techniques with the help of sample data. 5
  17. How to use basic math functions in Excel. 5
  18. Explain any features of a database. 5
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