

**DIPLOMA IN BPO FINANCE AND  
ACCOUNTING/CERTIFICATE IN  
COMMUNICATION AND IT SKILLS  
(DBPOFA/CCITSK)**

**Term-End Practical Examination**

**December, 2017**

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

*Time : 3 hours*

*Maximum Marks : 100*

*(Weightage 30%)*

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*Note : There are 6 (six) questions in the paper. Attempt  
any 5 (five) questions. Each question carries 20 marks.*

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1. Search Internet to find the list of Historical Monuments in India. Use any search engine to obtain the requisite information on any one monument and write a brief note on the monument by pasting it on WORD document and performing necessary formatting. 20
2. List and execute the command in Linux (i) to display the calendar for the month of December in 2000 and (ii) to display the present working directory. 20
3. Develop a presentation about the topic "Global Warming" using MS-Power Point. Limit your presentation to not more than 15 slides. They should include images, animation, background colour, slide transition etc. 20

4. Create a list of 10 participants. Create a "Thank you letter for participating in the conference". Use Mail Merge feature of MS-Word to create this letter for each of participant from the above two files. 20
  5. Write a formula in MS-Excel which calculates the perimeter of a rectangle for corresponding inputs. Calculate at least for 10 inputs. 20  
**Note :** Perimeter of a rectangle =  $(2 * \text{length} + 2 * \text{breadth})$
  6. Create a database using MS-Access for library book collection system that will make accessing books and author details in a library easier and more efficient. It should make use of simple forms and queries to generate reports on authors and books and at least fill 5 records. 20
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