

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

Term-End Examination

December, 2017

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. _____ is a flash memory data storage device integrated with a USB interface. 2
(a) Floppy (b) Scanner
(c) Graphics Tablet (d) Pen Drive
2. Pick out the incorrect statement from the following w.r.t Distributed operating system : 2
(a) Total computing power of distributed O/S is better than centralized operating system.
(b) Does not allow many users to access the common database.
(c) Allows many users to share expensive peripheral devices.
(d) Computing power can be added in small increments.

3. _____ database is like a tree-structure which has one root and many branches. 2
- (a) Relational
 - (b) Hierarchical
 - (c) Network
 - (d) Sequential
4. _____ scans entire program first and then converts it into machine code. 2
- (a) Compiler
 - (b) Interpreter
 - (c) Assembler
 - (d) Syntax Analyser
5. _____ is a private network that uses a public network to connect remote sites or users together. 2
- (a) ISP
 - (b) LAN
 - (c) VPN
 - (d) None
6. _____ is a process of determining whether a user is "who he says he is" based on the information such as user id, password and source. 2
- (a) Authentication
 - (b) Authorization
 - (c) Confidentiality
 - (d) Non-repudiation

7. Firefox, Opera, Netscape Navigator and Safari are : 2
- (a) Web browsers
 - (b) Search engines
 - (c) Antivirus S/W
 - (d) Protocols
8. In order to add a picture from Clip art, Word art, Chart etc.. in MS-Word, we have to select the PICTURE option from _____ menu item. 2
- (a) Format
 - (b) Tools
 - (c) Table
 - (d) Insert
9. The following is the correct syntax for V lookup function of MS-Excel : 2
- (a) V lookup (lookup_Value)
 - (b) V lookup (lookup_Value, table_array, col_index_num, range_lookup)
 - (c) V lookup (range_lookup)
 - (d) V lookup ()
10. Displaying specific parts of data in Excel can be accomplished by simply applying filters with Excel's _____ command. 2
- (a) Autofilter
 - (b) Autofiller
 - (c) Sorter
 - (d) Selector

SECTION - B

11. Write the important characteristics of any web-browser, explaining the major options / menu items on it. 5
 12. Define an Operating System. Briefly explain any three types of Operating Systems. 5
 13. Define a firewall and briefly discuss any two types of firewalls with the help of suitable diagram for each. 5
 14. Briefly explain any two of the following Internet Tools and Services : 5
 - (a) Remote Access
 - (b) File Transfer
 - (c) Podcasting
 15. Write a step by step process to create a table in MS-Word. Also, mention how to align the Text in a column, selecting a row and bolding the text. 5
 16. Write the procedure to convert the powerpoint presentation to a webpage and publish it online. 5
 17. Describe any 3 charts and their significance in MS-Excel. 5
 18. Explain the procedure to import/export the data from and to Excel in MS-Access. 5
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