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

00142

Term-End Practical Examination

December, 2018

BPOI-007(P) : IT SKILLS LABORATORY COURSE

Time : 3 hours   *Maximum Marks : 100*

(Weightage 30%)

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

1. Develop a presentation on heritage of India using   **20** MS-PowerPoint. Use animation also. Limit your presentation to not more than 08 slides.

2. Search Internet to find the list of IT Companies   **20** which are located in Gurgaon and Paste them on word document. Use any search engine to obtain the requisite information.

3. Write a formula in MS-Excel which calculates the   **20** area of rectangle for corresponding inputs of length and breadth (Note : Area = Length × Breadth). Calculate at least for 5 inputs.

4.   Create a list of 10 companies. Create a "Invitation   **20**
     letter for Presenting their Product". Use mail
     merge feature of MS-word to create this letter for
     each company from the above two files.

5.   Create a table of marks secured by students in   **20**
     Physics, Biology and Chemistry of their class XII
     using MS-Access. Add 5 meaningful records.
     Identify a primary key. Make necessary
     assumptions.

6.   List and execute the command in Linux to display   **20**
     the calender for the Month of February in 2000.

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