

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

Term-End Examination,

December 2019

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. Any character which needs to be in Bold can be done using option: 2
- (a) Select B button on the tools bar
 - (b) Format → Font → Bold
 - (c) Both (a) and (b)
 - (d) None of the above
2. An Excel workbook is a collection of 2
- (a) Worksheets
 - (b) Worksheets and Formulae
 - (c) Worksheets and Charts
 - (d) Charts

(2)

3. Getting data from a Cell located in a different sheet is called. 2
- (a) Updating
 - (b) Accessing
 - (c) Functioning
 - (d) Referencing
4. The following function would display the current date in Ms Excel: 2
- (a) = today ()
 - (b) = Dates ()
 - (c) Date
 - (d) None of the above
5. Which menu option can be used to split windows into two: 2
- (a) Window → split
 - (b) View → split
 - (c) Format → window
 - (d) View → window → split
6. A computer system is made up of: 2
- (a) Hardware and Software
 - (b) Hardware only
 - (c) Software only
 - (d) None of these
7. To open a New document in Ms Word, select the option: 2
- (a) Tools → New
 - (b) File → New
 - (c) Format → New document
 - (d) None of the above

(3)

8. Multiple calculations can be made in a single formula using 2
- (a) Complex formula
 - (b) Standard formula
 - (c) Smart formula
 - (d) Array formula
9. In which view headers and Footers are visible? 2
- (a) Draft view
 - (b) Page layout view
 - (c) Normal view
 - (d) Print layout view
10. To apply center alignment to a paragraph we can press 2
- (a) Ctrl + E
 - (b) Ctrl + C + A
 - (c) Ctrl + C
 - (d) Ctrl + S

Section - B

(Answer any six questions out of eight)

11. Explain the purpose of "Bullets and Numbering" in MS-Word. 5
12. Explain the different uses of Internet. 5
13. Explain the process of inserting a Text box in MS-Word document. 5

(4)

14. Explain the following features in MS-Excel: 5
- a) Formula bar
 - b) Status bar
 - c) Macro
 - d) Sort
15. Explain the different uses and features of MS-PowerPoint. 5
16. Describe the features of a Search-Engine. 5
17. What are the applications of Database Management Systems (DBMS)? 5
18. Explain different types of Security measures while using Internet. 5

