

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

**Term-End Examination**

**December, 2021**

**BPOI-007 : IT SKILLS**

*Time : 2 hours*

*Maximum Marks : 50*

---

**Note :**

*Section A – Answer **all** the objective type questions.*

*Section B – Answer any **six** questions out of eight.*

---

---

**SECTION A**

*Answer **all** the questions.*

1. A checkbox enables \_\_\_\_\_ option(s) to be selected. 2

- (a) only two
- (b) only one
- (c) less than three
- (d) None of the above

2. Which of the following is **not** a tool in Paintbrush ? 2
- (a) Line
  - (b) Circle
  - (c) Box
  - (d) None of the above
3. Option to make the text bold is a part of \_\_\_\_\_ tool box. 2
- (a) Drawing
  - (b) Standard
  - (c) Formatting
  - (d) None of the above
4. \_\_\_\_\_ is a form of data transfer in which communication channels are used for several transmissions. 2
- (a) Synchronous mode
  - (b) Asynchronous mode
  - (c) Multiplexing
  - (d) Token passing
5. The computer security process that verifies that data/file is not modified during communication is known as \_\_\_\_\_. 2
- (a) Integrity
  - (b) Confidentiality
  - (c) Authentication
  - (d) Authorisation

6. An advanced office may use \_\_\_\_\_ . 2
- (a) Audio conferencing
  - (b) Video conferencing
  - (c) E-mail
  - (d) All of the above
7. Which of the following memories lose contents when the computer is turned off ? 2
- (a) RAM
  - (b) PROM
  - (c) CD-ROM
  - (d) ROM
8. XML stands for \_\_\_\_\_ . 2
- (a) Executable Markup Language
  - (b) Executable Modelling Language
  - (c) Extensible Modelling Language
  - (d) Extensible Markup Language
9. OSI reference model of communication architecture defines \_\_\_\_\_ . 2
- (a) 7 layers
  - (b) 9 layers
  - (c) 2 layers
  - (d) 4 layers
10. The graph that is ideal for showing shares of scientific entities in a whole is \_\_\_\_\_ . 2
- (a) Line graph
  - (b) Bar graph
  - (c) Stacked graph
  - (d) Pie graph

## SECTION B

Answer any **six** questions out of eight.

11. What is WordArt ? List any five advantages of it. 5
  12. What is the meaning of Homepage of a website ?  
Explain any two features of a homepage. 5
  13. Discuss Bus Topology with the help of a neat diagram and list its advantages and disadvantages. 5
  14. What is Spelling Checker ? Explain the advantages of using spelling checker. 5
  15. How can one save and protect a workbook ? 5
  16. What is Presentation Template ? Explain the advantages of using a presentation template. 5
  17. Explain how data can be searched in an MS-Excel Sheet. 5
  18. What is meant by Animation ? Explain any two different kinds of animation effects applied on the text box in MS PowerPoint. 5
-