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

00955

Term-End Examination

June, 2012

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.   Internet is :   2
     (a)   A local computer network
     (b)   A world wide network of computers
     (c)   An interconnected network of computers
     (d)   A world wide interconnected network of computers which use a common protocol to communicate with one another.

2.   Each computer connected to the Internet must :   2
     (a)   Be an IBM PC
     (b)   Have a unique IP address
     (c)   Be Internet compatible
     (d)   Have a Modem connection

3. Which of the following is the latest version of Excel?   2
   (a) Excel 2000
   (b) Excel 2002
   (c) Excel ME
   (d) Excel XP

4. Excel files have a default extension of :   2
   (a) xls
   (b) xlw
   (c) wKl
   (d) 123

5. How many characters can be typed in a single cell in Excel ?   2
   (a) 256
   (b) 1024
   (c) 32,000
   (d) 65,535

6. Getting data from a cell located in a different sheet is called _____.   2
   (a) Accessing
   (b) Referencing
   (c) Updating
   (d) Functioning

7. A computer system is made up of :   2
   (a) Software only
   (b) Hardware only
   (c) Hardware and Software
   (d) None of these

8. World Wide Web is : 2
   (a) Another name for lnternet.
   (b) World wide connection for computers
   (c) A collection of linked information residing on computers connected by the internet.
   (d) A collection of world wide information

9. SGML Stands for : 2
   (a) Standard Generalized Markup language
   (b) Structured General Markup language
   (c) Standard Graphics Mapping language
   (d) Standard General Markup link.

10. To open a new document in MS Word, I can select the option : 2
    (a) Format → New Document
    (b) File → New
    (c) Tools → New
    (d) None of the above

SECTION - B

(Answer *any six* questions out of *eight*)

11. Explain at least five tools of Internet. 5

12. Explain the following features in MS Excel. 5
    (a) Cells   (d) Autofill
    (b) Woksheet   (e) Sort
    (c) Filter

13. Explain the Process of inserting a bar graph in   5
    MS - Word document.

14. Explain the features of Web browser. 5

15. What is HTML? Explain its Purpose. 5

16. Explain the use of MS - Power Point. Also describe   5
    its important features.

17. What is a Database Management System (DBMS) ?   5
    What are its applications ?

18. Explain the difference between a form and a   5
    report?

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