

82200
00778

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

Term-End Examination

June, 2014

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 network uses a star topology if : 2
 - (a) Computers are arranged in a closed loop.
 - (b) All computers attach to a central point.
 - (c) All computers attach to a single long cable.
 - (d) Computers attach to multiple hierarchical cables.

2. The main function of a browser is to : 2
 - (a) Compile HTML
 - (b) Interpret HTML
 - (c) De - compile HTML
 - (d) Interpret CGI Programs.

3. A _____ ends all slide shows unless the 2
option setting is deselected.
 - (a) blank slide
 - (b) black slide
 - (c) closing slide
 - (d) blue slide

4. To change the text font style to italic using shortcut keys, press _____. 2
(a) INSERT + I
(b) ALT + I
(c) CTRL + I
(d) SHIFT + I
5. To quit power point using shortcut keys, press : 2
(a) CTRL + Q
(b) ESC + Q
(c) ALT + F5
(d) CTRL + E
6. To delete text, _____ the desired word and then type the correct text. 2
(a) double click
(b) drag
(c) click
(d) right click
7. The key F12 opens a : 2
(a) Save As dialog box
(b) Open dialog box
(c) Save dialog box
(d) Close dialog box
8. Which of the following is not a font style ? 2
(a) Bold
(b) Italics
(c) Regular
(d) Superscript
9. Portrait and Landscape are : 2
(a) Page Orientation
(b) Paper Size
(c) Page Layout
(d) All of the above

10. Borders can be applied to : 2
(a) Cells
(b) Paragraph
(c) Text
(d) All of above

SECTION - B

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

11. What is web browser ? Explain its components. 5
12. Explain the OSI Reference Model for computer networks. 5
13. Write short notes on : 2x2.5=5
(a) Star topology
(b) TCP/IP
14. Differentiate between packet switching, circuit switching and message switching. 5
15. Explain the following features in MS word : 5x1=5
(a) Word Art
(b) Orientation
(c) Track Changes
(d) Split
(e) Thumbnails
16. Write down the basic features of spread sheet. 5
17. Explain the use of MS Excel and write its basic features. 5
18. Explain the difference between router and gateway. 5
-