

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

**Term-End Practical Examination**

**June, 2016**

**BPOI-007(P) : IT SKILLS LABORATORY COURSE**

*Time : 3 hours*

*Maximum Marks : 100*

*(Weightage 30%)*

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

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1. Develop a presentation about the school you work in using MS-PowerPoint. Use animation also. Limit your presentation to not more than 15 slides.
2. List and execute the command in Linux to display the calendar for the month of October in 2011.
3. Create a list of 10 best friends. Create a "Thank You Letter". Use Mail Merge feature of MS-Word to create a "Thank You Letter" for each of your friends from the above two files.
4. Write a formula in MS-Excel which calculates the area of rectangle for corresponding inputs of length and breadth. (Note : Area = Length  $\times$  Breadth). Calculate at least for 10 inputs.
5. Use MS-ACCESS to create the following table :  
UNIVERSITY (NAME\_OF\_THE\_UNIV, ESTABLISHED\_YEAR, ADDR1, ADDR2,  
CONTACT\_NO, NAME\_OF\_VC, NO\_OF\_COURSES\_OFFERED,  
CENTRAL/STATE\_UNIV)  
Use appropriate datatypes for each of the fields. Input at least 10 records (meaningful).
  - (a) List the VC's name if the name of the university is given.
  - (b) Display the established\_year if the name of the university is given.
6. Search Internet to find the list of universities in India that offer M.Sc. in Actuarial Science. Use any search engine to obtain the requisite information and write a brief note on the performance of the search engine used.