

00203

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

Term-End Practical Examination

June, 2017

BPOI-007(P) : IT SKILLS LABORATORY COURSE

Time : 3 hours

Maximum Marks : 100

(Weightage 30%)

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

1. Create a table of marks secured by students in various subjects of their class X using MS-Access. Also, add 5 meaningful records. Identify a primary key. Make necessary assumptions.
2. Develop a presentation on Cleanliness and Hygiene using MS-PowerPoint. Use animation also. Limit your presentation to not more than 07 slides.
3. Search Internet to find the list of BPO companies which are located in Delhi, Gurgaon and Noida and paste them region-wise on word document. Use any search engine to obtain the requisite information.

4. Write a formula in MS-Excel which calculates the area of a triangle ($\text{Area} = \text{Length} \times \text{breadth}$). Calculate at least for 5 inputs.
 5. Create a document on your programme of study using MS-Word. Enter 20 lines of Text. Use Double Spacing. Indent by 3.5 inches on the left and 5.5 inches on the right. Insert an image into it and then group the image.
 6. Make a new directory titled "NDIR" under your current working directory. Copy all files in your current working directory to "NDIR". Use LINUX.
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