

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

**Term-End Examination**

**June, 2017**

**00183**

**BPOI-007 : IT SKILLS**

*Time : 2 hours*

*Maximum Marks : 50*

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**Note :** (i) *Section A : Answer all the objective type questions.*  
(ii) *Section B : Answer any 6 out of 8 questions.*

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**SECTION - A**

**Answer all the questions :**

1. \_\_\_\_\_ and \_\_\_\_\_ of a computer system are jointly known as the Central Processing Unit. **2**
- (a) Primary storage, Secondary storage
  - (b) Control unit, RAM
  - (c) Input devices, ALU
  - (d) Control Unit, Arithmetic Logic Unit
2. The collection of programs which enables users to create and maintain a database is called as \_\_\_\_\_. **2**
- (a) Transactional file system
  - (b) Master file
  - (c) DBMS
  - (d) Knowledge Management System

3. Asymmetric - key encryption systems are also known as \_\_\_\_\_ systems. 2
- (a) Public key encryption
  - (b) Private key encryption
  - (c) Hybrid
  - (d) None
4. DOS Attack, Social engineering, Unauthorized access and Data Interception are types of \_\_\_\_\_. 2
- (a) Firewalls
  - (b) Network security threats
  - (c) Network equipment
  - (d) None
5. \_\_\_\_\_ are a type of entries written online as commentary or news on a particular subject/topic, similar to personal online diaries. 2
- (a) Blogging
  - (b) Chatting
  - (c) Dashboard
  - (d) Discussion Group
6. The s/w application that provides functionality to a client to display and interact with text, images and other information located on a web server on the WWW is \_\_\_\_\_. 2
- (a) URL
  - (b) Web Browser
  - (c) TCP/IP
  - (d) HTTP

7. Lycos, Hotbot, Ask.com and AltaVista are \_\_\_\_\_ 2
- (a) Browsers
  - (b) Antivirus s/w
  - (c) Search engines
  - (d) Cookies
8. \_\_\_\_\_ feature to email combines the personalization of form letters with the easy delivery of email, in MS - Word. 2
- (a) Track changes
  - (b) View
  - (c) Auto format
  - (d) Mail merge
9. Which one of the following statements is false ? 2
- (a) Insertion of a video file is possible within the PPT.
  - (b) Power Point allows to insert an audio file in the presentation.
  - (c) Images and pictures can be included on a slide in a PPT presentation.
  - (d) Chatting facility can be provided in the presentation.
10. In MS - Excel, \_\_\_\_\_ provide a way to easily summarize, analyze, consolidate, filter, prepare data for charting and report on large quantities of raw data in a flexible adhoc manner. 2
- (a) Pivot tables
  - (b) Autofilter
  - (c) Autofill
  - (d) None

## SECTION - B

11. What is the basic difference between the primary memory and the secondary memory ? With reference to the storage units define the following criteria : 5
- (a) Access time
  - (b) Storage capacity
  - (c) Cost per bit of storage
12. Write the advantages of DBMS over traditional file systems. Also, list any 2 popular DBMS packages. 5
13. Define Network security. Discuss various threats to the Network security. 5
14. What is a Virus ? Explain the classification of Viruses. List any two types of Viruses. 5
15. Define a browser. Explain the characteristics of the following browsers : 5
- (a) Graphical browser
  - (b) Java-enabled browser
16. Explain the step by step procedure to perform the following in MS - Word : 5
- (a) Converting text to a table
  - (b) Splitting a table

17. Describe the process of including the following in PPT presentation : 5
- (a) Animation
  - (b) Images and Files
  - (c) Notes
18. In MS - Excel, write the step by step process to do the following : 5
- (a) Add filters
  - (b) Sort the records
  - (c) Pivot table creation
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