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

Term-End Examination

02504   **June, 2019**

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 typical worksheet has _____ number of columns.   2

    (a) 256

    (b) 1024

    (c) 512

    (d) 128

2. _____ is an example of output device. 2

    (a) Keyboard

    (b) Mouse

    (c) Printer

    (d) Barcode Reader

3. Internet uses _____ method. 2

    (a) Telex Switching

    (b) Telephone Switching

    (c) Packet Switching

    (d) Circuit Switching

4. You would need the following to connect to the Internet : 2

    (a) Modem

    (b) Printer

    (c) Mouse

    (d) All of the above

5. Excel files have a default extension of 2

    (a) xls

    (b) wk2

    (c) 123

    (d) xlw

6. The input devices for a PC are 2

    (a) Monitor

    (b) Mouse

    (c) Keyboard

    (d) Both (b) and (c)

7. Comments put in cells are called   *2*

    (a)   Soft Tip

    (b)   Cell Tip

    (c)   Smart Tip

    (d)   Web Tip

8. SGML stands for   *2*

    (a)   Standard Graphics Mapping Language

    (b)   Standard General Markup Link

    (c)   Standard Generalized Markup Language

    (d)   Standard General Markup Language

9. The two main parts of the CPU are   *2*

    (a)   Addresses and ALU

    (b)   Addresses and Register

    (c)   Control Unit and ALU

    (d)   Control Unit and Printer

10. A web page is located using   *2*

    (a)   Uniformly Reachable Links

    (b)   Universal Record Locator

    (c)   Uniform Resource Locator

    (d)   Universal Record Linking

SECTION B

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

11. Explain the features of a web browser.   *5*

12. Explain the following features in MS Excel :   *5*

    (a)   Charts

    (b)   Pivot Table

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

14. Write a step-by-step process to insert an image on a slide.   *5*

15. Explain the term "relationships" in MS-Access and list different kinds of relationships.   *5*

16. Explain the difference between a form and a report.   *5*

17. Explain the advantages and disadvantages of blogging.   *5*

18. Explain the role of HTML in designing websites.   *5*