

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

Term-End Examination

June, 2020

BPOI-007 : IT SKILLS

Time : 2 Hours

Maximum Marks : 50

Note : (i) Section A : Answer all the objective type questions.

(ii) Section B : Answer any six questions out of eight.

Section—A

1. HTML is derived from : 2
- (a) URL
 - (b) Browsers
 - (c) TCP/IP
 - (d) SGML

2. The two main parts of the CPU are : 2
- (a) Addresses and ALU
 - (b) Control Unit and ALU
 - (c) Addresses and Register
 - (d) Control Unit and Printer
3. SGML stands for : 2
- (a) Standard General Markup Link
 - (b) Standard Graphics Mapping Language
 - (c) Structured General Markup Language
 - (d) Standard Generalized Markup Language
4. Internet uses method. 2
- (a) Telex Switching
 - (b) Telephone Switching
 - (c) Circuit Switching
 - (d) Packet Switching
5. The list of coded instructions is called 2
- (a) Utility Programs
 - (b) Flowchart
 - (c) Algorithm
 - (d) Computer Program

6. Lycos, Hotbot, Ask.com and Alta Vista are 2
- (a) Browsers
 - (b) Cookies
 - (c) Search Engines
 - (d) Antivirus Software
7. A report can be created using 2
- (a) Wizard
 - (b) Design View
 - (c) Both (a) and (b)
 - (d) None of the above
8. Excel files have a default extension of : 2
- (a) xls
 - (b) xlw
 - (c) 123
 - (d) wkl
9. A typical worksheet has number of columns. 2
- (a) 256
 - (b) 1024
 - (c) 512
 - (d) 128

10. In MS-Word; (Ctrl + S) is for 2
- (a) Spelling Check
 - (b) Save
 - (c) Size
 - (d) Scenarios

Section—B

11. Explain the purpose of “page layout” in MS-Word. 5
12. What do you mean by Network Security ? Discuss various threats to the network security. 5
13. How to use basic math functions in Excel ? 5
14. Explain the features of MS-PowerPoint. 5
15. Explain Database Management System (DBMS) with its applications. 5
16. How does Internet work ? 5
17. How to insert an image on a slide ? Explain step by step. 5
18. What are the features of web browser ? 5