

# **BPOI-007 (P)**

## **DIPLOMA IN BPO FINANCE AND ACCOUNTING/CERTIFICATE IN COMMUNICATION AND IT SKILLS**

**(DBPOFA/CCITSK)**

**Term End Practical Examination**

**IT Skills Laboratory Course**

Duration : 3 hours

Maximum Marks : 100

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Note : 1. There are 6 (six) questions in the paper. Attempt any 5 (five) questions.  
Each question carries 20 marks.

1. Develop a presentation about the topic “Pollution” using MS-Power Point. Limit your presentation to not more than 15 slides. They should include images, animation, background colour, slide transition etc. 20
2. Search internet to find the list of 10 most popular historical monuments of India. Use any search engine to obtain the requisite information and write a brief by pasting it on a word document with simple formatting. 20
3. Create a table of marks secured by students in various subjects of their class XII using MS- Access. Also, add 5 meaningful records. Identify a primary key. Make necessary assumptions. 20
4. Write a formula in MS- Excel which calculates the perimeter of a square for corresponding inputs. Calculate at least for 10 inputs.

Note: Perimeter of a square = 4a.

5. Create a list of 10 addresses. Create an “invitation letter for birthday party”. Use mail merge feature of MS-word to create an “invitation letter for birthday party” for each of address from the above two files.
  
6. List and execute the command in Linux:
  - (i) to display the calendar for the month of October in 2010 and
  - (ii) to display the present working directory.

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