

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

Term-End Examination

June, 2024

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. The two main parts of the CPU are : 2
 - (a) Addresses and register
 - (b) Control unit and printer
 - (c) Addresses and ALU
 - (d) Control unit and ALU

2. Which key on the keyboard can be used to view slide show ? 2
- (a) F2
 - (b) F1
 - (c) F10
 - (d) F5
3. What is the shortcut key to split a table ? 2
- (a) Ctrl + Shift + Enter
 - (b) Ctrl + Alt + Enter
 - (c) Alt + Space + Enter
 - (d) Alt + Shift + Enter
4. The input devices for a PC are : 2
- (a) Mouse
 - (b) Keyboard
 - (c) Monitor
 - (d) Both (a) and (b)
5. To apply center alignment to a paragraph, we can press : 2
- (a) Ctrl + C
 - (b) Ctrl + S
 - (c) Ctrl + E
 - (d) Ctrl + C + A

6. The key F12 opens the :
- (a) Save dialogue box
 - (b) Open dialogue box
 - (c) Save As dialogue box
 - (d) Close dialogue box
7. Asymmetric-key encryption systems are also known as systems. 2
- (a) Private key encryption
 - (b) Hybrid
 - (c) Public key encryption
 - (d) None of the above
8. What is the short-cut key for spelling check in a document ? 2
- (a) Shift + F7
 - (b) Ctrl + F7
 - (c) Alt + F7
 - (d) F7
9. An Excel workbook is a collection of : 2
- (a) Worksheets and formulae
 - (b) Worksheets and charts
 - (c) Charts
 - (d) Worksheets

10. Comment put in cells are called : 2
- (a) Smart Tip
 - (b) Web Tip
 - (c) Soft Tip
 - (d) Cell Tip

Section—B

Answer any *six* questions out of eight.

11. What is the process of drawing table in Excel Document ? 5
12. Describe various tools available on internet. 5
13. Explain the process of including animation in PPT presentation. 5
14. Explain different types of security measures. 5
15. Describe Database Management System (DBMS) with its applications. 5
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. How does the e-mail system work ? 5
18. How you use a header and footer in word document ? 5