IT SKILLS (BPOI007)

**DIPLOMA IN BUSINESS PROCESS
OUTSOURCING FINANCE AND ACCOUNTING
PROGRAMME (DBPOFA)**

AND

**CERTIFICATE IN COMMUNICATION AND IT SKILLS PROGRAMME
(CCITSK)**

ASSIGNMENT BOOKLET

(For January 2017 and July 2017 sessions)

School of Vocational Education and Training

Indira Gandhi National Open University

Maidan Garhi, New Delhi-110 068

Course BPOI-007: IT Skills
DBPOFA and CCITSK
programme   Course Code: BPOI-007

Dear Student,

We hope you enjoyed reading the course and found it useful in applying it in your day to day requirements.

In order to help you understand the material better and prepare you for the final examination later, we have an assignment for this course. This assignment is a Tutor Marked Assignment (TMA) and carries 100 marks.

Aims: The TMA is mainly concerned with your ability to understand the material and apply it meaningfully in real-life interactions. These assignments are as much a teaching device as a testing tool.

Guidelines: You will be required to answer the questions which are based on the units and your understanding and practice of the activities.

 As in day-to-day life, planning is important in doing the assignments well. Read the assignments carefully; go through the units on which they are based and jot down some points regarding each question. Prepare a rough draft of the answers.

Make sure that you answer

  a) Is written in simple and correct
     English
  b) Is written neatly and clearly
  c) Reflects your understanding of the
      units.

Please remember that it is compulsory to submit your assignments before you can take the Term End Exams.   Also remember to keep a copy of your assignments with you and do take a receipt from your Study Centre when you submit the assignments. In the event that you do not have a study centre in your city/region, please forward it to **"The Programme Coordinator, SOVET, Block no 15 E, New Academic Building, First Floor, IGNOU, Maidan Garhi, New Delhi – 110068"**

Last Date for Submission of Assignment:

    For June Exam   Before 31st March

    For December Exam   Before 30th September

Course BPOI-007: IT Skills

Max. Marks: 100   **Course Code: BPOI-007**

Answer any 10 questions. All questions carry equal marks (10 x 10)

BPOI-007 Assignments

1. What is memory? And how RAM is different from ROM.

2. Explain any five features of an Internet.

3. Explain any five features of Search Engine.

4. Explain the difference between Hardware and Software.

5. Explain the following features in MS- Excel:
i) Hlookup
ii) Formula Bar
iii) Sorting
iv) Macro
v) Charts

6. What do you mean by motherboard? Write five features of it.

7. Define Topology? Differentiate between ring topology and mesh topology.

8. What is client server model? And explain the components of the IP address.

9. Explain Database in terms of daily life application.

10. Explain step-by-step to insert a sound on the slide.

11. What is firewall? How does work it explain with suitable example.