

01075

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

**Term-End Examination**

**June, 2016**

**BPOI-007 : IT SKILLS**

*Time : 2 hours*

*Maximum Marks : 50*

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**Note :** (i) *Section A : Answer all the objective type questions.*  
(ii) *Section B : Answer any six questions out of eight.*

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**SECTION - A**

(Answer all the questions)

1. Software which allows user to view the webpage is called as \_\_\_\_\_. 2
  - (a) Interpreter
  - (b) Operating System
  - (c) Website
  - (d) Internet Browser
  
2. Internet is owned by : 2
  - (a) European Countries
  - (b) No one owns internet
  - (c) Asian Countries
  - (d) US Government

3. A network is in star topology if : 2
- (a) All computers are attached to a central point
  - (b) Computers are arranged in a closed loop
  - (c) All computers are attached to a single long cable
  - (d) None of the above
4. Each excel file is a workbook that contains different sheets. Which of the following cannot be a sheet in workbook ? 2
- (a) data sheet
  - (b) chart sheet
  - (c) work sheet
  - (d) module sheet
5. When a range is selected, how can you activate the previous cell ? 2
- (a) Press the Alt key
  - (b) Press Enter
  - (c) Press Tab
  - (d) None of above
6. Ctrl+V can be used to : 2
- (a) Paste images
  - (b) Paste text
  - (c) Paste tables
  - (d) All of the above
7. Which of the following is not a font style ? 2
- (a) Bold
  - (b) Italics
  - (c) Both (a) and (b)
  - (d) None of the above

8. Which file starts MS Word ? 2  
(a) Word.exe (b) MSWord.exe  
(c) WinWord.exe (d) Word2003.exe
9. Which of the following is not a type of page margin ? 2  
(a) Left (b) Right  
(c) Centre (d) Top
10. Ctrl+Z : 2  
(a) redo the last action  
(b) undo the last action  
(c) add the new page  
(d) paste the contents from clipboard

### SECTION - B

(Answer any six questions out of eight.)

11. Explain the increasing role of Internet. 5
12. Explain the following features in MS Excel : 5  
(a) Spread sheet  
(b) Charts
13. Explain the process of inserting a bar graph in Excel document. 5
14. How you use a header and footer in Word document ? 5
15. What are the differences between internet and intranet ? 5

- 16. Explain any five features of MS Power Point. 5
  - 17. How are charts useful in Excel ? Compare any three chart types available in Excel. 5
  - 18. How do you work with Multiple Workbooks ? 5
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