

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

Term-End Examination

June, 2021

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. A typical worksheet has _____ number of columns. 2

- (a) 1024
- (b) 256
- (c) 16384
- (d) 512

2. A new slide can be inserted in the current presentation by _____ . 2
- (a) Ctrl + C
 - (b) Ctrl + V
 - (c) Ctrl + M
 - (d) Ctrl + N
3. _____ is an example of a Relational Operator. 2
- (a) >
 - (b) X
 - (c) OR
 - (d) None of the above
4. Computer virus is a _____ . 2
- (a) Hardware
 - (b) Software
 - (c) Memory Chip
 - (d) All of the above
5. Ring topology is also known as _____ . 2
- (a) Bus topology
 - (b) Circular topology
 - (c) Hybrid topology
 - (d) Star topology
6. Which of the following layers manages connections between different application layers ? 2
- (a) Network layer
 - (b) Session layer
 - (c) Application layer
 - (d) Transport layer

7. Portrait and Landscape are _____ . 2
- (a) Page Sizes
 - (b) Page Layouts
 - (c) Page Orientations
 - (d) All of the above
8. Which menu contains Bullet and Numbering option ? 2
- (a) Tool
 - (b) Insert
 - (c) File
 - (d) Format
9. In MS-Excel, formula can be edited by pressing _____ key. 2
- (a) F9
 - (b) F7
 - (c) F2
 - (d) None of these
10. Which of the following protocols provides e-mail facility ? 2
- (a) SNMP
 - (b) SMTP
 - (c) FTP
 - (d) TELNET

SECTION B

Answer any **six** questions out of eight.

11. What are the various components of a web address ? Explain with the help of an example. 5
12. Explain how a table is created in MS-Word. How can you add a column to the existing table ? 5
13. What is PowerPoint Presentation ? Explain different types of business graphics that can be used for making an effective presentation. 5
14. What is formula ? Explain basic properties of formulas in MS-Excel. 5
15. List and explain different types of Information Security threats. 5
16. Compare between the following network topologies : 5
 - (a) Bus
 - (b) Ring
 - (c) Star
 - (d) Mesh
17. Explain how special characters are inserted (typed) in a MS-Word document. 5
18. What are Keys ? Differentiate between Candidate and Primary keys with the help of suitable examples. 5