BSSI-012 (P)

DIPLOMA IN MODERN OFFICE PRACTICE
(DMOP) Term End Practical Examination
Computer Skills Course

Duration : 3 hours   Maximum Marks : 100 (Weightage: 70%)

Note: 1.   Section A: Attempt any 4 questions out of 6 questions.

   (20 marks × 4 = 80 marks)

2.   Section B: Attempt all the objective type questions

   (2 marks × 10 = 20 marks)

SECTION : A

(Attempt any 4 questions out of 6 questions)

1.   Create a visiting card in MS-word.   20

2.   Create a hospital database using MS-Access. Assume the fields in the Hospital table.   20

3.   Develop a presentation about the school you work in using MS-PowerPoint. Use animation also. Limit your presentation to not more than 15 slides.   20

4.   Search internet to find the list of universities in India that offer M.Sc. in Actuarial science. Use any search engine to obtain the requisite information and write a brief note on the performance of the search engine used.   20

5.   Write a formula in MS- Excel to find the number of students who secured less than 50% marks in Biology but more than 80% in mathematics. Make

necessary assumptions for creating the records of at least 10 students and their marks in respective subjects. 20

6. Create a list of 10 people. Create a "Marriage Invitation Letter". Use Mail Merge feature of MS-word to send this letter to the said recipients. 20

SECTION : B

(Attempt all objective type questions)

1. Font option is a part of the _____menu.

   (a) Edit

   (b) Format

   (c) File

   (d) None of the above.

2. A new slide can be inserted in the current presentation by_____.

   (a) Ctrl + V

   (b) Ctrl + C

   (c) Ctrl + N

   (d) Ctrl + M

3. The key F12 opens a _____.

   (a) Close dialogue box

   (b) Save dialogue box

   (c) Open dialogue box

   (d) Save as dialogue box

4. Portrait and Landscape are_____.

   (a) Page layout

   (b) Page size

   (c) Paper orientation

   (d) All of the above

5. Which of the following is not a font style?

   (a) Superscript

   (b) Bold

   (c) Italics

   (d) Both (a) and (b)

6. What does HTTP stand for?

   (a) Hyper Text Transfer Procedure

   (b) Hyper Text Transfer Permission

   (c) Hyper Text Transmitted Procedure

   (d) Hyper Text Transfer Protocol

7. What does DNS stand for?

   (a) Domain Not System

   (b) Domain Name System

   (c) Domain Naming System

   (d) None of the above

8.   Which of the following memory loses its contents when the computer is turned off?

(a)   ROM

(b)   RAM

(c)   PROM

(d)   All of the above

9.   The refresh rate of a monitor is measured in terms of _____.

(a)   (Hertz) frequency

(b)   Bits

(c)   Resolution

(d)   Pixel

10.   Internet uses _____ method.

(a)   Circuit switching

(b)   Packet switching

(c)   Telephone switching

(d)   Telex switching

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