BPOI-007

DIPLOMA IN BUSINESS PROCESS OUTSOURCING–FINANCE AND ACCOUNTING/CERTIFICATE IN COMMUNICATION AND IT SKILLS (DBPOFA/CCITSK)
Term-End Examination
June, 2023
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

1. Internet uses .... method.　　　2

   (a) Circuit switching

   (b) Packet switching

   (c) Telephone switching

   (d) Telex switching

P. T. O.

2. Asymmetric-key encryption systems are also

    known as .... systems.   2

    (a) Private key encryption
    (b) Public key encryption
    (c) Hybrid
    (d) None of the above

3. .... database can be defined as a text file
    in which you can organize the data in your own
    format and it is not linked with any other file. 2

    (a) Sequential
    (b) Hierarchical
    (c) Network
    (d) Relational

4. Comments put in cells are called   2

    (a) Cell tip
    (b) Soft tip
    (c) Smart tip
    (d) Web tip

5. Ctrl + Z :   2

    (a) undo the last action
    (b) add the new page
    (c) redo the last action
    (d) paste the contents from clipboard

6. Which of the following is not a type of page margin ?　　2

    (a) Right

    (b) Centre

    (c) Left

    (d) Top

7. The main function of a browser is to :　　2

    (a) Interpret HTML

    (b) De-compile HTML

    (c) Compile HTML

    (d) Interpret CGI programs

8. What is the shortcut key to open dialog box ?　2

    (a) Alt + F12

    (b) Ctrl + F12

    (c) Shift + F12

    (d) F12

9. What is the shortcut key for spelling check in a document ?　　2

    (a) Alt + F7

    (b) Ctrl + F7

    (c) Shift + F7

    (d) F7

10. A report can be created using ....　　2

    (a) Design view

    (b) Wizard

    (c) Both (a) and (b)

    (d) None of the above

Section—B

11. Briefly discuss the various notations of E-R diagrams. Also differentiate between weak entity and strong entity.   5

12. What is the importance of MS-Word ? Explain the feature called as Mail Merge.   5

13. What are pivot tables ? Briefly discuss their utility in data analysis, and give steps to incorporate it in any worksheet.   5

14. Compare the symmetric key encryption system with asymmetric key encryption systems. Give suitable example of each.   5

15. Explain the difference between system software and application software.   5

16. Describe the components of Central Processing Unit (CPU) of computer system in detail, with suitable diagram.   5

17. How does file base differ from database ? Also explain the differences between DBMS and RDBMS.   5

18. Explain the OSI reference model for computer networks, with suitable diagram.   5

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