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

00381

Term-End Examination

June, 2015

BPOI-007 : IT SKILLS

Time : 2 hours *Maximum Marks : 50*

Note : (i) *Section A : Answer all the objective type questions.*

(ii) *Section B : Answer any six questions out of eight.*

SECTION - A

(Answer **all** the questions)

1. The brain of a computer system is considered to **2**
    be its _____ .
    (a) ALU
    (b) Memory
    (c) CPU
    (d) Control unit

2. A computer program that converts assembly **2**
    language to machine language is _____ .
    (a) Compiler
    (b) Interpreter
    (c) Assembler
    (d) Comparator

3. Which of the following is a secondary memory **2** device ?
   (a) Keyboard
   (b) Disk
   (c) ALU
   (d) All of the above

4. In Excel, what is the shortcut key to insert current **2** date in a cell ?
   (a) Ctrl + D
   (b) Ctrl + T
   (c) Ctrl + ;
   (d) Ctrl + /

5. Slides can have _____ . **2**
   (a) Title, text, graphs
   (b) Drawn objects, shapes
   (c) Clipart, drawn art, visual
   (d) Any of the above

6. To open the existing presentation, press **2** _____ .
   (a) Ctrl + L
   (b) Ctrl + N
   (c) Ctrl + A
   (d) Ctrl + O

7. Which enables us to send the same letter to **2** different persons ?
   (a) Macros
   (b) Template
   (c) Mail Merge
   (d) None

8. How do you **magnify** your document ? 2
   (a) View, Zoom
   (b) Format, Font
   (c) Tools, options
   (d) Tools, customize

9. Which would you choose to save a document 2
   with a new name ?
   (a) Press Ctrl + S
   (b) Click File, save
   (c) Click Tools, options, Save
   (d) Click File, Save As

10. In WORD to undo the last work, press _____. 2
    (a) Ctrl + U
    (b) Ctrl + Y
    (c) Ctrl + Z
    (d) Ctrl + W

SECTION - B

(Answer **any six** questions out of eight)

11. What is a computer network ? What are the 5
    differences between a system connected to a
    computer network and a stand-alone
    computer ?

12. Give differences between the following : 5
    (a) Analog and Digital Computer
    (b) First Generation Computers and Second
    Generation Computers

13. Explain the function of "Review" in Ms-word document. **5**

14. List the advantages of fourth generation computers. **5**

15. How is internet helpful in education and research ? List some benefits. **5**

16. Explain the uses of Ms - Excel in a BPO company. **5**

17. What are the features of Database Management System (DBMS) ? **5**

18. Explain the essential tools of Internet. Explain any two of them briefly. **5**

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