

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

Term-End Examination

June, 2011

BPOI-007 : IT SKILLS

Time : 2 hours

Maximum Marks : 50

Note : SECTION 'A' Answer All the objective type Question.
SECTION 'B' Answer any six questions out of eight.

SECTION - A

(Answer all the questions)

1. You would need the following to connect to the Internet : 2
 - (a) Modem
 - (b) Printer
 - (c) All of the above
 - (d) None of the above

2. ROM stands for : 2
 - (a) Read Only Method
 - (b) Read Only Memory
 - (c) Read Only Monitor
 - (d) None of the above

3. The Input devices for the PC are : 2
- (a) Keyboard
 - (b) Mouse
 - (c) Monitor
 - (d) Both (a) and (b)
4. CPU stands for _____. 2
- (a) Central Processing Unit
 - (b) Core Processing Unit
 - (c) Central Programming Unit
 - (d) None of the above
5. The two main parts of the CPU are : 2
- (a) Control Unit and Printer
 - (b) Addresses and Register
 - (c) Addresses and ALU
 - (d) Control Unit and ALU
6. Following are the storage devices : 2
- (a) Floppy disks
 - (b) CD ROM
 - (c) Magnetic tapes
 - (d) All of the above
7. _____ is an example of output device. 2
- (a) Printer
 - (b) Mouse
 - (c) Key Board
 - (d) None of the above

8. The following function would display the current date in MS Excel : 2
- (a) = Dates()
 - (b) Date
 - (c) = today ()
 - (d) None of the above
9. To Insert a table we can use the option : 2
- (a) Table menu
 - (b) Tools menu
 - (c) Format menu
 - (d) None of the above
10. Any character which needs to be in Bold can be done using option : 2
- (a) Format → Font → Bold
 - (b) Select B button on the tools bar
 - (c) Both (a) and (b)
 - (d) None of the above

SECTION - B

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

11. List and explain different types of security measures. 5
 12. Explain the advantages and disadvantages of blogging. 5
 13. Explain the following features in MS Excel : 5
 - (a) Pivot table
 - (b) Macro
 14. Explain the process of inserting a text box in MS - Word document. 5
 15. Explain the term "relationships" in MS Access and list different kinds of relationships. 5
 16. Write any five differences between MS-Word and MS - Excel. 5
 17. Explain any five features of a Web browser. 5
 18. Explain any five features of a MS - Power Point. 5
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