

No. of Printed Pages : 5

BPOI-007

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

Term-End Examination

December, 2024

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

Choose the correct option :

1. HTML is derived from : 2

(a) Browsers

C-2637/BPOI-007

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- (b) URL
 - (c) SGML
 - (d) TCP/IP
2. DOS Attack, Social Engineering, Unauthorized Access and Data Interception are the types of 2
- (a) Network Security threats
 - (b) Network equipment
 - (c) Firewalls
 - (d) None of the above
3. A webpage is located using : 2
- (a) Uniform Resource Locator
 - (b) Universal Record Linking
 - (c) Universal Record Locator
 - (d) Uniformly Reachable Links
4. To quit PowerPoint using shortcut keys, press : 2
- (a) Ctrl + E
 - (b) Alt + F5
 - (c) ESC + Q
 - (d) Ctrl + Q

5. Ctrl + Z : 2
- (a) Paste the contents from clipboard
 - (b) Add the new page
 - (c) Undo the last action
 - (d) Redo the last action
6. To change the text font style to italic using shortcut keys, press : 2
- (a) ALT + I
 - (b) CTRL + I
 - (c) SHIFT+ I
 - (d) INSERT + I
7. In MS-Word; (Ctrl + S) is for : 2
- (a) Spelling check
 - (b) Save
 - (c) Size
 - (d) Scenarios
8. Which of the following is not a type of page margin ? 2
- (a) Top
 - (b) Centre
 - (c) Left
 - (d) Right

9. Ctrl + V can be used to : 2
- (a) Paste tables
 - (b) Paste text
 - (c) Paste images
 - (d) All of the above
10. In which view headers and footers are visible ? 2
- (a) Print Layout View
 - (b) Normal View
 - (c) Page Layout View
 - (d) Draft View

Section—B

11. What is the difference between router and gateway ? 5
12. What do you mean by Network Security ? Discuss various threats to the Network Security. 5
13. Explain the use of basic Maths functions in Excel. 5

14. Define a browser. Explain the characteristics of the following browsers : 5
- (a) Java-enabled browser
 - (b) Graphical browser
15. What is the difference between a form and a report ? 5
16. How are charts useful in Excel ? Compare any *three* charts types available in Excel. 5
17. Describe the purpose of TCP/IP. 5
18. Explain the OSI Reference Model for Computer Networks. 5

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