

No. of Printed Pages : 6 **BSSI-012(P)(Set-II)**

**DIPLOMA IN MODERN OFFICE
PRACTICE (DMOP)**

Term-End Practical Examination

December, 2024

BSSI-012(P)(Set-II) : COMPUTER SKILLS

Time : 3 Hours

Maximum Marks : 100

Note : Section A : Attempt any **four** questions out of **six** questions. (20 marks $\times$ 4 = 80 marks).

Section B : Attempt all the objective type questions. (2 marks $\times$ 10 = 20 marks).

Section—A

Note : Attempt any **four** questions out of six questions.

1. Create a presentation with three slides to introduce your college. The first slide will contain name and address of college. Second slide should contain description of college. The

last slide will contain the text as 'your name'.
Set up slide timing so that first slide will appear for 2 seconds, second slide for 3 seconds and third slide for 2 seconds. 20

2. Create a MS-Excel table about the sales details of a company : 20

Item	Sales Qty.
CPU	2000
Mouse	4000
Keyboard	1500
Monitor	3500

Show the sales details in Pie chart.

3. Search Internet to find the list of technical colleges located in Delhi and paste them on word document. Use any search engine to acquire the above essential information. 20
4. Write a formula in MS-Excel which calculates the perimeter of a circle for corresponding inputs. Calculate at least 10 inputs. 20
- (Note : Perimeter of a circle = $2\pi R$)

5. Create a document on your program of study using MS-Word. Enter 16 times of text and divide the text into 4 paragraphs. Use double spacing, indent by 3.5 inches on the left and 5.5 inches on the right. Change font size on 16 points for the first paragraph. 20
6. Create a book table having structure as BookId, BookName, WriterName and Price for library database using MS-Access. Also, add 5 records. Prepare a query to display all records the basis of price which is more than ₹ 300. 20

Section—B

Note : *Attempt all objective type questions, giving illustrations.*

1. Which of the following shortcut keys is used to start slide show in PowerPoint ? Give demonstration : 2
 - (a) F5 shortcut key
 - (b) F2 shortcut key
 - (c) F7 shortcut key
 - (d) F8 shortcut key

2. The rows in a MS-Access table are also called How can't be merged with different documents ? 2
- (a) Records
 - (b) Field
 - (c) Query
 - (d) Data
3. Which of the following option is used to send the same letter to different persons ? Give examples : 2
- (a) Macro
 - (b) Template
 - (c) Mail-merge
 - (d) None of the above
4. To insert a shape in MS-Word, select the option and explain it with examples : 2
- (a) Shapes under Insert tab
 - (b) Picture under Insert tab
 - (c) Shapes under Review tab
 - (d) None of the above

5. You can find the average of the marks using 2
- (a) =AGGREGATE(2, 0, F5:F24)
- (b) =AVERAGE(F5:F24)
- (c) =AVERAGE(F5:F24; F30)
- (d) All of the above
6. A computer that makes its files available to a client via a network is called Explain it with graph. 2
- (a) client
- (b) server
- (c) desktop computer
- (d) None of the above
7. What is the default file name of PowerPoint file ? Give example : 2
- (a) Presentation
- (b) Default
- (c) MyPresentation
- (d) Presentation1

8. MS-Excel can insert a series of numbers automatically in worksheet which is called How can it be used ? 2
- (a) Auto
 - (b) AutoFill
 - (c) AutoSeries
 - (d) All of the above
9. What is the full form of URL ? How can it be applied ? 2
- (a) Uniform Resource Locator
 - (b) Uniform Research Locator
 - (c) Uniform Research Linker
 - (d) Uniformly Resource Locator
10. The major functions of an operating system are How can it be useful for day to day work ? 2
- (a) Control internal and external devices attached with computer.
 - (b) Manage organization of files and folders
 - (c) Runs application software
 - (d) All of the above

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