

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

**DIPLOMA IN MODERN OFFICE
PRACTICE (DMOP)
Term-End Practical Examination
June, 2025
BSSI-012(P)(Set-I) : COMPUTER SKILLS
COURSE**

Time : 3 Hours

Maximum Marks : 100

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

(ii) **Section—B** : Attempt all the questions (2 marks $\times$ 10 = 20 marks).

Section—A

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

1. Create a new document in MS-Word and do the following :
 - (a) Insert a picture in the document

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- (b) Align the picture in center
 - (c) Add a Blue border around the picture with weight of 3pt
 - (d) Insert caption to the picture
2. Using Internet, search some characteristics of 'Information and knowledge' and paste this information on a new word document. For this you can use any search engine to find the requisite information.
 3. Create database named 'SOVET. mdb' and create a table named "Student-Info" of marks gained in your course using MS-Access with 5 records. Identify a primary key and prepare a query to display your Grade card including name, course name and obtained marks in each paper. Save the query with your name.
 4. Make presentation using PowerPoint. Slide should contain oval shape and fill the shape area with yellow color and shape outline with blue color.
 5. Using MS-Excel, create a chart and show the product price comparison between 2021, 2022 and 2023.

6. List and execute the command in Linux :
- (a) To list files and directories within the linux file system.
 - (b) To create new directory under any directory.

Section—B

Note : *Attempt all objective type questions.*

1. To create a second copy of an opened document under a different name select the correct option :
 - (a) Copy and paste the text in new document
 - (b) Use as “Save As”
 - (c) Press Ctrl + S
 - (d) Open the file again
2. What is the formula used for totaling the numbers ?
 - (a) Sum (the selected numbers)
 - (b) Total (selected numbers)
 - (c) Calculate (selected numbers)
 - (d) Sumas (selected numbers)

3. Which of the following methods can't you use to zoom in ?
- (a) Using the zoom tool in the 'view' tab
 - (b) Holding a Ctrl key and scrolling the mouse wheel
 - (c) Using the zoom slider at the bottom right corner
 - (d) Alt + Shift + Z
4. Which of the following is NOT correct in context of the MS-PowerPoint's view ?
- (a) Slide sorter view
 - (b) Outline view
 - (c) Slide show view
 - (d) Slide presentation view
5. What does a wavy blue underline under a word mean ?
- (a) The word is out of context
 - (b) The word is misspelled
 - (c) There is a grammar issue with the word
 - (d) The word appears twice in succession

6. How to find the current date and time in MS-Excel ?
- (a) Now()
 - (b) Current date()
 - (c) Today()
 - (d) Date time()
7. Which of the following is NOT in category of web browser ?
- (a) Google chrome
 - (b) Firefox
 - (c) Microsoft Edge
 - (d) Internet Protocol
8. Which field types will you select if you need to enter long text in that field of MS-Access ?
- (a) Text
 - (b) Currency
 - (c) Hyperlink
 - (d) Memo

9. What is the size of yes/no field in MS-Access, is always
- (a) 1 bit
 - (b) 1 character
 - (c) 1 byte
 - (d) 1 kB
10. Themes could be found under which of the following mentioned tab in PowerPoint ?
- (a) Transition tab
 - (b) Animation tab
 - (c) Insert tab
 - (d) Design tab

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