

No. of Printed Pages : 2 **BPOI-007(P)(Set-II)**

**DIPLOMA IN BPO FINANCE AND
ACCOUNTING/CERTIFICATE IN
COMMUNICATION AND IT SKILLS
(DBPOFA/CCITSK)**

Term-End Practical Examination

December, 2024

BPOI-007(P)(Set-II) : IT SKILLS LABORATORY COURSE

Time : 3 Hours

Maximum Marks : 100

Note : (i) *There are six questions in the paper.*

*Attempt any **five** questions.*

(ii) Each question carries 20 marks.

1. Create a list of 10 best friends. Create a “Thank You Letter”. Use mail merge feature of MS-Word to create a “Thank You Letter” for each of your friends from the above two files. 20
2. Develop a presentation about the school you work in using MS-PowerPoint. Use animation also, limit your presentation to not more than 15 slides. 20

3. Search Internet to find the list of IT companies which are located in Noida and Paste them on word document. Use any search engine to obtain the requisite information. 20
4. Write a formula in MS-Excel to find the number of students who secured less than 50% marks in Biology but more than 80% in Mathematics. Make necessary assumptions for creating the records of at least 10 students and their marks in respective subjects. 20
5. Create a table to store the details of books. Identify a primary key. Select appropriate data types for all the fields. Enter five meaningful records. 20
6. Create a word document. Enter 2-3 paragraphs in this document about the practical examination process. Insert a header “TEE” and page number as footer. Format the paragraphs to have font Arial with size 14. The line spacing should be made 3. Insert a clip art in this document between the paragraphs. Also create a table showing schedule of term end practical examination. 20

x x x x x x x