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

Term-End Practical Examination

June, 2025

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

Time : 3 Hours   *Maximum Marks : 100*

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

      (ii)   *Attempt any **five** questions.*

      (iii)   *Each question carries 20 marks.*

1. Create a database in MS-Access for a library. It must contain the database fields such as ISBN, Title, Author, Publisher, Date-of-issue, Date_of_return. Fine etc. Select appropriate data-types for the fields.

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2. Create a chart in MS-Excel to show the pass percentage in DBPOFA programme in your class for 4 different courses of a semester. Assume the data of 5 students.   20

3. Use Mail-Merge feature to send a letter to all your friends (5 nos.) inviting them to the birthday party.   20

4. Create a new document. Add a table and an image to the document. Resize both the table and the image to make it look bigger. Add two lines of a text for the picture and the table. Tight wrap the text around the image and the table. Add 'Confidential' as the watermark. Add a header and a footer to the document. The footer should have a page number.   20

5. Create a PowerPoint presentation on the "Importance of IT Skills". There should be minimum five slides :   20

   (a) All slides should have proper headings and should have slide notes

(b) Write speaker note for each slide

(c) There should be time-based transition to the next slide

(d) Add a video note for each slide

6. Search internet to find the list of Central Universities in Delhi. Use any search engine to obtain the requisite information and write a brief note on the performance of the search engine used in MS-Word.   20

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