No. of Printed Pages : 5 **BSSI–012(P)(Set-I)**

DIPLOMA IN MODERN OFFICE PRACTICE (DMOP)

Term-End Practical Examination

June, 2026

BSSI–012(P)(Set-I) : COMPUTER SKILLS

Time : 3 Hours *Maximum Marks : 100*

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

(ii) ***Section—B :*** *Attempt all the objective type questions (2 marks × 10 = 20 marks).*

Section—A

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

1. Develop a presentation on the topic : 'Water and Air Pollution' using MS-PowerPoint. Limit your presentation to 10 slides. They should include images, animation, background colour, slide transition etc. 20

2. Search internet to find the list of M. Sc. Courses in IGNOU and paste them on word document. Use any search engine to reach the required information. 20

3. Create a student table having structure as roll_no, Stu_name, Programme_code, Fee for IGNOU database using MS-Access. Also add 5 meaningful records. Prepare a query to display all records on the basis of 'DMOP' programme code. 20

4. Create a document on your course of study using MS-Word. Enter 10 lines of text. Use double spacing. Indent by 3.5 inches on the left and 5.5 inches on the right. Insert an image into it and then group the image. 20

5. Write a formula in MS-Excel which calculates the volume of a cylinder for corresponding inputs. Calculate at least for 10 inputs. 20

   (**Note :** Volume of cylinder = $\pi r^2 h$ where $\pi = 22/7$)

6. Using MS-Word, create cycle chart for registration process in IGNOU. You can draw this chart using smart art graphic. 20

Section—B

Note : *Attempt all objective type questions.*

1. What is web browser ? 2

   (a) A search engine

   (b) An email client

   (c) An online platform

   (d) A software application for accessing and displaying websites

2. What is the shortcut key to create a new file in MS-Word ? 2

   (a) Ctrl + P

   (b) Ctrl + N

   (c) Ctrl + C

   (d) Ctrl + X

3. Which one is the most suitable reason to use Macro in MS-Office ? 2

   (a) To record sound

   (b) To record keystroke

   (c) To record mouse move

   (d) To automate repetitive task

4. Which feature is used to make selected sentence to All Capital letters or All Small letters ? 2

   (a) Change letter

   (b) Change sentence

   (c) Change case

   (d) Change word

5. What does SEO stand for in the context of online research and web content ? 2

   (a) Social engagement online

   (b) Secure email operation

   (c) Search engine optimization

   (d) Server error output

6. Which function in Excel tells how many numeric entries are there ? 2

   (a) NUM

   (b) COUNT

   (c) SUM

   (d) CKRSUM

7. What is the shortcut key to delete the current slide in PowerPoint ? 2

   (a) Delete

(b) Backspace

(c) Insert

(d) Both (a) and (b)

8. In MS-Access, to open an existing database press : 2

(a) Ctrl + N

(b) Ctrl + O

(c) Ctrl + P

(d) None of the above

9. In Excel, columns are labelled as : 2

(a) A, B, C, ...

(b) 1, 2, 3, ...

(c) A1, A2, A3, ...

(d) None of the above

10. A PowerPoint ..... is a pattern of a slide or group of slides. 2

(a) Presentation

(b) Style

(c) Theme

(d) Template

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