

Board of Departmental Examination, Himachal Pradesh
Session: October 2015

Paper # 14

COMPUTER
Part-B (Practical)

(HAS)

Time Allowed: 1 Hour 30 Minutes

Max Marks: 50

Note: Attempt any five questions. Use of Multiple Windows is allowed. In case of any problem with Internet connectivity, you may write-down the steps on your answer Sheets.

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|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| I. | Prepare a presentation in MS Power Point, consisting of 5 slides. Demonstrate use of slide master, insertion of pictures, slide transition, styles and animation. | 10 |
| II. | Create a document in MS Word. Demonstrate how to set paper type/size, insert clip art/shapes, font style and size selection, indentation, formatting, insert table and numbered lists. | 10 |
| III. | Create a worksheet in MS Excel. Demonstrate the usage of formulae for totaling, insert graphs, format cells, align text in cells, print option with grid-lines, change colour of text in a particular cell/row. | 10 |
| IV. | Show network setting of your computer and how you can change/ configure these. | 10 |
| V | A. Using Internet, access the following websites: | 5 |
| | i. Official website of the Department of IT, Himachal Pradesh. | |
| | ii. Civil list of Himachal Pradesh IAS/ HAS officers. | |
| | iii. Holiday Calendar of the State Government. | |
| | iv. Telephone directory of the State Government. | |
| | v. Your eSalary and eService book. | |
| | B. List the mobile apps developed by State Government under Android, Apple and Microsoft platforms. | 5 |
| VI. | A. Demonstrate how you can un-install a hardware device or software program on your desktop. | 5 |
| | B. Demonstrate the creation/ deletion/ renaming of a folder on your desktop. | 5 |

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