

**H.P.BOARD OF DEPARTMENTAL EXAMINATIONS
DEPARTMENTAL EXAMINATION OF OTHER GAZETTED OFFICERS/ OFFICALS
(NON- TECHNICAL) OF HIMACHAL PRADESH SESSION, MAY- JUNE, 2009**

**PAPER-5 (BASIC KNOWLEDGE OF COMPUTER FOR PANCHAYARI RAJ DEPTT.)
(Practical)**

Time Allowed: 1 Hour 30 Minutes

Maximum Marks: 50

Note:- 1. Attempt any five questions.

ii. A personal computer with MS Office, Internet connection and option of taking Printouts to be provided.

iii. The Examinee may open multiple windows (for separate questions) and may Demonstrate the sequence of steps followed to the examiner

- I. Open a new document in MS Word and insert a Clip art picture into it. Also insert a table With 5 rows and 3 columns and write part of the contents of this question paper into the 5 Rows/ 3 columns of the table. Insert a new Column after Column number 2. **(10 marks)**

- II. Access the Electronic Gazette of Himachal Pradesh website on Internet. Search the Gazettee For HP IT Department Notifications. Also search other notifications of the HP IT Department related to procurement and set up of IT infrastructure on the Internet.**(10 marks)**

- III. Create one folder “May 2009” on the desktop and make it shareable so that other users on The Network can access it. Hide the files available in the folder so that these are not visible To novice user. **(10 marks)**

- IV. Open a new MS- Excel Workbook. Insert a new work- Sheet in this work- book and Rename it as PR- May- 2009. Insert formulas for addition, multiplication and division of Cells in this excel worksheet. **(10 marks)**

- V. If you have an Email account, use the Internet to access this account and send a test email To the examiner’s Email account. Otherwise, open your Email account on some free server After searching the Internet for the same. Then, send a test Email. **(10 marks)**

- VI. Access the Internet using a search tool and write down the URLs of the following Websites
Web Portal of Himachal Pradesh Government
Website of HP Panchayati Raj Department
Website of Ministry of Rural Development, Government of India.
Website of the Panchayati Raj Department, Ministry of RD, GOI
Website of National Portal of India
Website of the HP Department of Information Technology
Website of HP State Information Commission.
