

Board of Departmental Examination, Himachal Pradesh
Session: October 2016

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.

- I. Create a worksheet in MS Excel and re-generate your Salary slip for the last month, using formula for calculation of Dearness allowance, totaling of Gross salary, Net Salary etc. Draw a bar chart based on the various allowances being given to you (basic, grade pay, ADA, HRA, other allowances). 10
- II. Demonstrate how you can add an additional monitor to your computer. Also, show how you can change display settings and background of the Desktop. 10
- III. A. Using Internet, search and access the following websites: 5
- i. Department of Revenue, Himachal Pradesh
 - ii. Department of Information Technology, Himachal Pradesh
 - iii. Reserve Bank of India
 - iv. Income Tax of India website
 - v. Website for knowing your monthly salary information
- B. Search your Email account based on certain keywords in subject field 5
- IV. Create a new document in MS Word using Arial Font, size 12, line spacing 1.5, colour of text red, double column, page orientation-landscape, text justified on both sides, insert page number in the footer. 10
- V. Create a PowerPoint presentation highlighting the achievements (specially in the area of eGovernance) of your Department during the current year in 5 slides, using available clip-art to supplement/ enrich your text. 10
- VI. A. Create a new folder under My Documents and make it discoverable from other computers. 5
- B. Demonstrate how you can access shareable folders/files on another computer (try accessing through IP Address too). 5
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