

Board of Departmental Examination, Himachal Pradesh
April 2017

Non-Technical Department (Treasury and Distt. Treasury Officers)

Paper # 1: I.T. (Practical)

Time Allowed: 1 Hour

Marks: 40

Note: Attempt all questions

I	a) Write a letter to the Principal Secretary IT to the Government of HP with a copy to your Secretary, using mail merge feature, to get the software developed for your department mentioning the need for software and advantage of the same to all the stakeholders. This letter should be formatted properly (i.e. use of features like bold, underline, fonts, indentation, justification etc.) and should have following parts: i. Letter No. ii. From iii. To iv. Subject v. Actual Text of letter vi. Signature Area	5
	b) Create a sheet in MS- Excel for calculating your income tax statement mentioning month-wise income (with breakup i.e. basic pay, DA, HRA etc). All part calculation part should contain formula	5
	c) Create a PowerPoint presentation explain achievement of your department. The presentation should contain animation, table and charts. Total number of slides should be minimum 10	5
II	Create a new folder in 'My Documents' folder of Computer and copy all the files created above in that folder. Rename the folder with your name and roll number	5
III	Take printout of Word Document and Excel Sheet created above after sharing the printer in your PC. Your name should appear in the header and roll number in the footer of the document. Please ensure that each document is to be printed in single page only.	5
IV	Practical demonstration of connecting PC and configuring the same to access Internet and share resources.	10
V	Viva	5