

*Board of Departmental Examination, Himachal Pradesh*  
**June 2018**

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

**Paper # 1: I.T. (Practical)**

**Time Allowed: 1 Hour**

**Marks: 40**

**Note:** Attempt all questions

<b>I</b>	<p>a) Write a letter to the Additional Chief Secretary (Finance) to the Government of HP with a copy to the Principal Secretary (IT) to the Government of HP requesting him for allocation of funds for the development of software. Mention 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:</p> <ol style="list-style-type: none"><li>i. Letter No.</li><li>ii. From</li><li>iii. To</li><li>iv. Subject</li><li>v. Actual Text of letter</li><li>vi. Signature Area</li><li>vii. Endorsement of letter etc</li></ol> <p style="text-align: right;">5</p>
	<p>b) Create a sheet in MS- Excel for generating Form-16 of an employee. All mathematical calculations should contain formula</p> <p style="text-align: right;">5</p>
	<p>c) Create a PowerPoint presentation about achievements of your department during 100 days programme. The presentation should contain animation, table and charts. Total number of slides should be minimum 10.</p> <p style="text-align: right;">5</p>
<b>II</b>	<p>Create a new folder with your "name &amp; roll number" in the 'Desktop' folder of the Computer and copy all your files in that folder.</p> <p style="text-align: right;">5</p>
<b>III</b>	<p>Take printout of the Word File and Excel Sheet created by you after sharing the printer in your PC. Your name should appear in the header and roll number in the footer of the document.</p> <p style="text-align: right;">5</p>
<b>IV</b>	<p>Practical demonstration of connecting Printer to a PC and configuring the same.</p> <p style="text-align: right;">10</p>
<b>V</b>	<p>Viva</p> <p style="text-align: right;">5</p>