

Board of Departmental Examination, Himachal Pradesh
Session: December 2018

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. Write a leave application in MS Word. Show how you can change indent of paragraphs, line spacing and background colour of text. Add page borders, footer with page number, insert shapes from clip art. 10
- II. Demonstrate how you can enable or disable anti-virus and Windows firewall on your computer. Show the Network properties and find the IP address of your computer. 10
- III. A. Using Internet, search and access any 5 of the following websites: 5
- i. Department of Personnel & Training, Government of India
 - ii. State Information Commission, Himachal Pradesh
 - iii. Department of Finance, Himachal Pradesh
 - iv. RTI Portal of Government of India
 - v. Litigation Monitoring System of Himachal Pradesh
 - vi. Accountant General, Himachal Pradesh
- B. Show how you access your Email and send an Email with an attached PDF file. Mark a copy to yourself in bcc. 5
- IV. Use Power Point to design a presentation with 3 slides using Design templates. Insert images from clip art/ Internet and apply animation on these. Demonstrate how you can test run it and record narration. 10
- V. Using Excel workbook, insert appropriate values in Cells A1 to C5 and demonstrate the usage of Addition, Subtraction and Summing of Column/Row values. Show the preparation of Graphs from these calculated values. 10
- VI. A. Create a new folder on your computer. Rename it. Change its properties. Make it accessible from other computers. 5
- B. Show the various network devices connected on your Network and how you can access these. 5
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