

H.A.S

Paper # 14

Computer
Part-B (Practical)

~~(H.A.S)~~

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, write down the steps on your answer sheet.

- I. Create a worksheet giving details of marks of 4 students in 4 different subjects. Using excel functions; calculate the total marks obtained by each student with percentage of marks. Demonstrate drawing bar graph using these values. 10
- II. Design a Power Point presentation of 6 slides on the topic of your choice. Demonstrate using different slide layouts with different background colours & animation effects on each slide. Set-up the show with timings and hiding slide no 5. 10
- III. Write a letter to the Secretary, Board of Departmental Examination, requesting re-evaluation of papers giving name of the papers & marks obtained in a tabular form. Also, format the letter with endorsement to your reporting officer. 10
- IV. Using the Internet, search/access the following: 10
 - a. Application form for applying a new driving license
 - b. Orders/Judgment passed by the H.P. High Court
 - c. Board of Departmental Examination, Himachal Pradesh
 - d. Jan Manch Guidelines and Him Pragati Portal
 - e. Mobile Apps launched by H. P. Govt.
- V. Create a new folder named BODE-2019, place all your files in this folder & send it as an attachment to your own eMail account. 10
- VI. Take a print-out of any word document in portrait mode with BODE as watermark and your name/ roll no as header & footer, respectively. 10
