Paper # 14   **COMPUTER**   **(HAS)**

Part-B (Practical)

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.   In MS Word, create a new document. Change page layout to two columns.   10
Type some text in Font Arial, Size 12, Colour-Blue, Line spacing 1.5. Shade the entire typed text in light grey colour. Insert a suitable Header and Footer to this document.

II. Prepare a PowerPoint presentation with 7 slides. Use appropriate Design   10
template for the PPT and insert shapes/pictures/ graphs/ clipart in different slides. Every slide should have the slide number and date printed at the bottom.

III. In MS Excel, create a new worksheet, rename it "Newsheet". Insert label "My   10
Fruit Shop Sales" in Cell C1. Type labels "Fruit Name", "January", "February", "March", "April", "Year to Date" in Cells A2 through F2. Enter "Banana", "Apple", "Kinnow", "Pineapple", "Grapes" in Cells A3 to A7. Calculate the following:
- Total the sales for each month
- Calculate the total sales for each type of fruit over the year
- Draw a chart of total month wise sales of all fruits

IV. Go to the Control Panel of your computer. Show the hardware and software   10
components installed on your computers. Also show the System Information of the computer system (configuration).

V   A. Use the Internet to perform following tasks: 5

i.   Access the website of Himachal Pradesh Government where citizens can view their Land Records.
ii.   Find the website of Department of Personnel, Government of India.
iii. Search about Android OS.
iv.   Find latest circulars related to Finance matters of Government of HP.
v.   Search latest news on the Internet.

B. Access your email account on Internet and send an Email after   5
attaching a file from the My Documents folder of your computer.

VI. A. Go to the My Documents folder. Create a new Folder "NewFolder" in   5
this folder and make it hidden. Show how it can be shared with other users.

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B. Go to the Network and Sharing Centre in Control Panel and   5
demonstrate the File & Printer Sharing, Password Protected Sharing and Homegroup Connections.

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