

Board of Departmental Examination, Himachal Pradesh
Session: April 2015

Paper # 14

COMPUTER
Part-B (Practical)

For
(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. In MS Word, open a new document file. Type a letter to your head of office, using Times New Roman Font with size 14 and blue colour text. Use paragraph border for subject part. Demonstrate how page margins and orientation (landscape or portrait) can be set for this letter. Add an appropriate footer to this document. 10
- II. Create a MS Excel worksheet to display your monthly salary details like basic pay, grade pay, house-rent, capital allowance using appropriate formulae for calculating dearness allowance, summing up gross salary and making appropriate deductions from gross salary. Generate a bar chart from this data for every kind of allowance that form part of your Gross Salary. 10
- III. Prepare a Power Point presentation highlighting the eGovernance initiatives of Himachal Pradesh using content from the official website of the Himachal Pradesh Government. Insert images to showcase important projects which are citizen centric in nature. 10
- IV. On your Desktop, create a new folder ABC. Goto this folder and create another folder inside it as XYZ. Make XYZ shareable from other computers on the Network. Now copy some document files from My Documents folder into the XYZ folder. Try deleting ABC folder. Show the result. 10
- V. A. Use the Internet to carry out the following tasks: 5
 - i. Visit the website of the Department of Personnel, GoI.
 - ii. Find out the current currency conversion rates.
 - iii. Check the weather conditions for next 5 days.
 - iv. Visit the official Gazette website of Himachal Pradesh and download latest eGazette.
 - v. Find the Email addresses of Administrative Secretaries of HP.
- B. Visit the Mobile App store on the official website of the Himachal Pradesh Government and demonstrate how you can install an App on a Smart mobile phone/device. 5
- VI. A. Find out the Internet Protocol (IP) address of your computer. How can you find out your Desktop's public IP address using Internet? 5
- B. In the Control Panel, demonstrate how you can make a new printer as default printer. 5