

Board of Departmental Examination, Himachal Pradesh
Session: October 2014

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. Create a new document in MS Word with Font Arial, Size 11, Text Colour-Red, Line spacing 2. Insert a table with 3 rows and 4 columns and insert a Header and Footer in this document. Fit a page border to this document. 10
- II. Create a worksheet in MS Excel to depict your monthly salary slip using appropriate formulae for calculating Dearness allowance, summing up gross salary and making appropriate deductions from Gross salary. Also demonstrate how you can use series data for generating a simple bar chart. 10
- III. Create a Power Point presentation consisting of 5 slides, with proper design, animation, slide transition. Show how you can insert clip art, image, sound or movie in it. Set it up to run on auto-advance mode after a particular time interval. 10
- IV. Under My Documents folder of your computer, create a new folder. Show its properties and make it shareable. Also show, how you can change its properties. 10
- V. A. Use the Internet to perform following tasks: 5
- i. Visit the website of Lok Sabha of India
 - ii. Visit the official website of HP Personnel Department.
 - iii. Search for the mobile Applications for smart devices related to Himachal Pradesh
 - iv. Find the Civil lists of Himachal Pradesh
 - v. Find the Disaster Management website of Himachal Pradesh
- B. Demonstrate how you can access your Email account on the Internet. Use this account to send an Email with one MS Word file as attachment. 5
- VI. A. Show how can you install a new printer and make it the default printer for your computer. 5
- B. Go to the Control panel and show how you can install or un-install programs on your computer. 5

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