

**H.P.BOARD OF DEPARTMENTAL EXAMINATION
DEPARTMENTAL EXAMINATION OF HAS OFFICERS OF HIMACHAL
PRADESH SESSION NOVEMBER, 2009**

Paper#14

**(Computer)
Part-A (Theory)**

Time Allowed: 1Hour 3 Minutes

Maximum Marks:50

Note:- Attmpt any five questions.

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- I. What is a Citizen Service Centre (CSC)? Write the name given to such Centres in Himachal Pradesh. **(10 Marks)**
- II. Differentiate between any 5 of the following:-
a) MS Word and MS Excel
b) Governance and Electronic Governance.
c) Record and Primary Key.
d) Laser printer and DMP
e) E mail and Internet.
f) Http and Https
g) Application SW and Operating System. **(10 Marks)**
- III. What are Network topologies? Which topology is better than others and why? Explain. **(10 Marks)**
- OR**
- Write Short note on any four of the following:-
a) WWW
b) Components of Computers
c) Online Transactions
d) RTI and IT
e) Benefits of Video Conferencing in HP **(2.5x 4= 10 Marks)**
- IV. What are the major infrastructure based initiatives of the Himachal Pradesh Government in the IT Sector? Why are these essential requirements for the Successful of e Governance activities? Explain. **(10 Marks)**
- V. What are Management Information Systems and e Governance. Also define DBMS. Explain how all three are inter- related. **(10 Marks)**
- VI. a) Expand the following:
ERP WAN
SAN GIF
ISA **(5 Marks)**
- b) Define in single sentence:-
i) JPEG
ii) EDP
iii) HTML
iv) FTP
v) Content Management

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Paper#14 **(Computer)**
 Part-B (Practical)

Time Allowed: 1 Hour 30 Minutes

Maximum Marks: 100

Note: - Attempt any five question, 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. Open MS- Word, Create a new file and carry out the following tasks:
 - Use Arial Font Size 12
 - Change Margins of the Page to 1.5” on top and bottom, left and right
 - Change page Set up to landscape
 - Change line spacing to 1.5
 - Write a sample letter and use Mail merge to print 5 letters with different addressees using mail- merge (print all 5 letters) **(10 Marks)**
- II. Write/ Demonstrate the following in MS Excel:
 - Create a new work- book
 - Enter numeric Value in 2 different existing work- sheets
 - Rename these work- sheets appropriately
 - Calculate of sums of values separately in each work- sheet
 - Calculate sum of two values calculated in two different work- sheets in the third work- sheet by cross referencing
 - Draw a Bar chart of these three calculated values in 3 worksheets **(10 Marks)**
- III. How do you install USB based Hardware devices on a computer? Do you need Device drivers also? In case device driver is un- available, how will you proceed? Demonstrate. **(10 Marks)**
- IV. In MS- Power Point, Create a presentation with minimum five slides having Slides and set up the show with different transition effects on each slide. **(10 Marks)**
- V. Create a folder “HAS” in My Documents folders of your PC. Copy only the MS- Document files to this folder from the My Documents folder. Make this folder Shareable on the Network and assign a password for sharing so that only persons Knowing the password are able to use it. **(10 Marks)**
- VI. Go online and search the following:-
 - Tenders page of Himachal and official Tenders site of Govt. of India
 - Himachal job Portal, Vacancies, HP PSC and HP SSEB Sites
 - Finance Department notifications related to Pensioners
 - Salary arrears calculator of Himachal Pradesh on eKosh site
 - Sugam- Citizen Centre: List of Services offered
