

Board of Departmental Examination, Himachal Pradesh
Session: October 2013

Paper # 14

COMPUTER
Part-A (Theory)

(HAS)

Time Allowed: 1 Hour 30 Minutes

Max Marks: 50

Note: -No reference books are allowed (IT Policy of State/State eGovernance Roadmap are allowed).
-Attempt any five questions.

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- I. A. Draw a block diagram of the computer and mark its various components, Input/ Output devices. 5
B. Explain how the Internet and Email can be used to improve the Governance aspects in Government Organisations? 5
- II. A. Expand any 5 Abbreviations: 5
a. HTML d. TCP/IP
b. KBPS e. NIC
c. GB f. BIOS
- B. Fill in any 5 of the following blanks: 5
i. The development of computers can be divided into _____ generations.
ii. An _____ is a set of programs that control the resources and components of the computer.
iii. _____ is an input device.
iv. _____ is used to correspond over Internet.
v. Computer uses the _____ number system to store data and perform calculations.
vi. The Speed of computers is calculated in _____.
- III. Differentiate between any 3 of the following: 10
i. Client Server Networking and Peer-to-Peer Networking
ii. Volatile and non-Volatile Memory
iii. Printer and Multi-Function Device (MFD)
iv. Star network topology and Ring network topology
v. Outsourcing Software development and In-house Development
- IV. Write short notes on any 4 of the following: 10
a. Database Management System c. G2C Interfaces of HP Govt.
b. State Data Centre d. Disaster Recovery
e. LokMitra Kendra f. Mobile Computing
- VI. A. Why do we need computer networks? Are there any disadvantages of a computer network? Explain. 5
- B. List the office automation tools available under Windows. Describe their usage and how these are useful in Government functioning. 5
- V. Explain the salient features of the IT Policy of Government of Himachal Pradesh. Are any guidelines available for implementation of eGovernance in Government Departments? If yes, explain these Guidelines. 10
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Board of Departmental Examination, Himachal Pradesh
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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. List the programs installed on the computer through Control Panel. Demonstrate how new programs can be installed and how existing programs can be deleted. 10
- II. Show the devices currently installed / configured on the computer. How many printers are installed? Make one of these shareable on the Network. 10
- III. Create a document file in MS-Word. Type a letter, in Arial Font, Size 11, 1.5 line spacing; applying for leave from office. Insert a table showing the last two leaves taken by you. Print it. 10
- IV. Design a presentation in MS Power Point, with 5 slides, highlighting the role of ICT in eGovernance and carry out the following tasks: 10
- Insert a suitable design template
 - Insert a Footer to show your name and roll number
 - Insert today's date as fixed date in Date Area
 - Insert a table in one slide
 - Insert a photographs in one slide
 - Insert a graph in one slide
- V Search / Access the Internet and perform following tasks: 10
- i. Visit the website of State Government where you may find the receipts and expenditure details against Budget allotted to various Departments
 - ii. Civil List of HAS officers
 - iii. Telephone Directory of the State Government
 - iv. IT Guidelines/ Policy of the State Government
 - v. View Land Record details of individuals
- VI. Using your Email account, compose an Email, attach one document file from My Documents and send it. 10

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