

Board of Departmental Examination, Himachal Pradesh

Session: April, 2015

Paper #1

Information Technology

(for Treasury Officers)

Part-B (Practical)

Time allowed : 1 Hours

Maximum Marks : 40

Note : -Attempt any four questions. Use of multiple windows is allowed. In case of any problem with Internet connectivity, you may write down the steps on your answer sheet.

- I Write a letter in MS- Word to your HoD requesting him for stationary items for your office. Insert table of 4×6 for describing the various stationary items. Use following formatting features in your letter 10
- i) Left & right margin should be 1.5"
 - ii) Font style should be Arial.
 - iii) Line spacing of main body should be 1.5".
 - iv) Make use of Indent for paragraph/lines adjustment.
- II In MS-Excel create a work sheet with: 10
- i) Four rows and four column
 - ii) Insert numeric data from B2 to E2 for Emp A
 - iii) Insert numeric data from B3 to E3 for Emp B
 - iv) Insert numeric data from B4 to E4 for Emp C
 - v) Insert numeric data from B5 to E5 for Emp D
 - vi) Inser formula in F2 for calculating sum values using formula
 - vii) Write heading Emp A, Emp B, Emp C, Emp D in cell A2, A3, A4 & A5
 - viii) Insert pie chart to show the data
- III Create a PowerPoint presentation on various IT initiatives taken by Finance Department. Make use of slide design and slide transition in the presentation. Put a HP Government logo in all the slides using slide master. 10
- IV a) Using Mail Merge, send a letter to ten different employee of an organization. 5
- b) In MS- Word how you will take the print out of odd and even pages. Demonstrate different orientation of page. Insert water mark in the page. 5
- V Search and access the following information on the Internet 10
- i) PRAN/ GPF Status
 - ii) Salary Statement
 - iii) Plan/Non plan HoD wise allocation Expenditure
 - iv) DDO Voucher/Chalan
 - v) DDO wise budget Distribution
