

**Board of Departmental Examination, Himachal Pradesh**  
**Session: October 2014**

**Paper # 1**

**Information Technology**  
**Part-A (Theory)**

**(T.O. & D.T.O.)**

**Time Allowed: 2 Hours**

**Max Marks: 60**

**Note:** -No reference books are allowed except Information Technology Act 2008.  
-Attempt any six questions.

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- I. Differentiate between hardware and software. How is system software different from application software? Is Windows 8 hardware or software? Explain 10
- II. a. Draw a block diagram of the Computer and label its various components. What kind of auxiliary storage devices can be attached to it? 5
- b. Write the configuration of a high-end computer system. How are present day computers different from the older generations of computers? 5
- III. a. How can Internet be used in office working? Which communication equipment is required to access Internet in your office? 5
- b. List and describe various network topologies. 5
- IV. A. Expand any 5 Abbreviations: 5
- |          |           |
|----------|-----------|
| a. IP    | d. EEPROM |
| b. HTTPS | e. WAN    |
| c. ASCII | f. RDBMS  |
- B. Fill in any 5 of the following blanks: 5
- i. \_\_\_\_\_ follows instructions of the Computer.
  - ii. The \_\_\_\_\_ is a program that translates programs to a simple language for the computer to execute.
  - iii. \_\_\_\_\_ software helps you in word-processing.
  - iv. \_\_\_\_\_ is the science that attempts to create machines that will emulate the human thought process.
  - v. A bit can have \_\_\_\_\_ values.
  - vi. The Octal system has \_\_\_\_\_ values.
- V. Write short notes on any four of the following: 10
- |                                |                   |
|--------------------------------|-------------------|
| a. Hyper Text Mark-up Language | c. eChallan       |
| b. Cloud Computing             | d. Web Browsers   |
| e. G2E Services of Government  | e. Cyber Treasury |
- VI. What is data management? Explain data hierarchy with reference to tables, columns, rows, primary and secondary keys with examples. 10
- VII. How can you ensure legal acceptability of financial transactions carried on the Internet? What are the provisions of the Information Technology Act in this regard? Explain 10
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**Paper # 1**

**Information Technology**  
**Part-B (Practical)**

**(For T.O. & D.T.O.)**

**Time Allowed: 1 Hour**

**Max 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 Sheets.

- I. Write a letter to your Head of Department in MS Word, requesting for additional budget for your office. Insert a table with 4 rows and 4 columns showing the existing budget, cumulative expenditure, payments due and additional budget required, under 3 different heads of accounts. Use Arial font with size 12, blue colour for the whole document, make the subject bold and put a border around the subject area. 10
- II. A. In MS Excel, show how you can use the data available in cells to generate a bar chart. 5
- B. In MS Word, show how you will find and replace some text globally in the document. 5
- III. In MS Excel, create a worksheet. In cell A1, B1, C1 and D1, write "Month", "Budget", "Expenditure", "Balance" respectively. In Cells A2 through A7, insert month names from April to September. In Cell B2, insert one budget amount figure. In the Cells C2 through C7, insert some numerical figures for monthly Expenditure. In Cells B3 through B7, calculate next month budget as "Balance" figure of last month. Use appropriate formulae in cells D2 through D7 to show Budget minus monthly Expenditure values. 10
- IV. Create a PowerPoint presentation of 7 slides, using a template (with design, animation and insert clip-art), demonstrating the working of your Department. Insert a graph in one of the slides, use background colour, auto transition in this PPT. 10
- V. A. Visit the websites of HP Finance Department and access 5
- State Budget for the year 2014-15
  - Your salary for the last month
  - Your GPF Statement from HP AG website
  - DDO interface for various reports
  - eChallan/ Online Payments to Government
- B. Find on Internet where you can download a Mobile Application for eSalary and show how to use it on a Smart phone. 5
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