Board of Departmental Examination, Himachal Pradesh

Paper#5   **BASIC COMPUTER**   (Panchayati Raj Deptt.)

Part-B (Practical)

Time Allowed: 1 Hour 30 Minutes   Max Marks: 50

Note: Attemp any five questions. Use of multiples windows is allowed. In case any problem with internet connectivity; you may write-down the steps on your answer sheets. *Marks are given in brackets.*

I.   Demonstrate how you will install printer in your computer. Share the printer and access from another computer in the network.   (10)

II. By using your existing E-mail account do following: (10)
   - Send e-mail with attachment of one pdf and one jpg file.
   - Spam any e-mail account from the inbox folder.
   - Add signature for all outgoing mails.

III. Make a presentation of minimum 10 slides highlighting the main functions of Panchayati Raj Department.   (10)

IV. Create worksheet to calculate sum and average of five students in any four subjects. Generate charts using the data.   (10)

V.   Write a letter in MS-Word to your HoD about various activity of your office. Letter should have the following formatting features: (10)
   - Line spacing: 1.5
   - Font style: Arial
   - Margins: 1.5" (left), 1.5" (Right), 1" (top and bottom)

VI. Search and access the following information from internet.   (10)
   i.   Salary statement of your account
   ii.   E-Services portal of HP Government
   iii. RFD for the year 2014-15 of Panchayati Raj Department
   iv.   Online Hotel reservation system of HPTDC
   v.   Advocate wise judgments from HP High Court website

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