

Board of Departmental Examination, Himachal Pradesh  
Session: April 2016

**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. Create a worksheet in MS Excel. Rename this worksheet as "Exam". Enter numeric data in two columns and 5 rows and generate a bar chart. 10
- II. Create a new document in MS Word. Demonstrate how to set paper orientation, insert page border, insert footer, page number, insert number lists, use different fonts/size/colours. 10
- III. Create a PowerPoint presentation of 6 slides using Style and background from available options, highlighting activities of your Department. Insert images into it. Demonstrate how to set up the slide show to run automatically with animation/timings. 10
- IV. Find out the IP address of your computer. Show other network settings of your computer. 10
- V. A. Using Internet, access the following websites: 5
- i. Department of Planning Website and RFD link.
  - ii. Digital Locker website.
  - iii. State Budget website.
  - iv. Forms of State Departments available in a single place.
  - v. Official website of District Kullu.
- B. Use your Email to send an Email with a Word file as attachment. 5
- VI. A. Demonstrate how you can install a new printer on your computer and make it the default printer in all programs. 5
- B. Create a new folder on your desktop and copy files into it from the Documents folder. 5
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