

**Paper # 5**

**Basic Knowledge of Computer**

**(Panchayati Raj)**

**Part-B(Practical)**

Time Allowed: 1 Hour 30 Minutes

Max. Marks: 50

Note: Attempt any five questions.

(Use of Multiple Windows is allowed. In case of problem with Internet, write down the steps on answer sheet)

- I. Create a Word document named "PR Exam". Copy/paste the word "hello". Insert header & footer with page number. Demonstrate, use of subscript & superscript. Change the paper size to legal & print only the second page. 10
- II. Prepare a Power Point presentation with five different slide layouts and background colours. Set-up the show by using the timings or transition effects but not displaying the slide number three. 10
- III. Create a worksheet giving marks of 4 students in 4 different subjects. Sum-up & average the marks, calculate percentage & utilise this worksheet in MS-Word using OLE feature. 10
- IV. Surf the Internet & show:
  - a. PDF copy of the 73rd Constitutional amendment act.
  - b. Portal for the websites of all the Ministries of Govt. of India.
  - c. Website of Panchayati Raj Department, Govt. of Himachal Pradesh.
  - d. Court Cases where Panchayati Raj Department is one of the parties in the H. P. High Court. 10
- V. Demonstrate the following tasks:
  - a. Create a new folder "Exam" under the folder My Documents.
  - b. Install a new printer & make it as default.
  - c. Search for all the word documents on your computer.
  - d. Show the IP address of your computer. 10
- VI. Use/create your eMail account. Draft an email with word, power point & excel files as attachments and send it to your own account. 10

-----