Paper#1   **Information Technology**   (Treasury Officers)

Part-B (Practical)

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 sheet.

I   In MS-Word create a document "HP" and do the following: 10

i.   Type "=rand()" in the word page and press enter key.

ii.   Apply font Arial, font size 12, font colour red, justify the text.

iii.   Line spacing should be double.

iv.   Insert page number on bottom of the page.

v.   Insert rectangle shape in the page and add text inside it.

vi.   Change the orientation of the page.

II   Create a worksheet in MS-Excel and do following: 10

i.   Add numeric data from cell A1 to F1

ii.   Do the total in cell G1

iii.   Calculate average in cell H1

iv.   Select cell A1 to H1. Insert column chart using the data.

v.   Rounded off the data up to one decimal place.

III   Create a PPT presentation on Himachal Pradesh. Make use of slide   10
design and each slide should automatically rotate after 2 seconds. Insert
date & time and slide number. Create hyperlink on any slide to open pdf
file from desktop.

IV   a.   Create a table in MS word having 5 rows and 6 columns. Height of   5
rows should be 3 inch and width of column should be 5 inch. Merge all
the cell of first column.

b.   In MS- Word demonstrate how will you convert file in to Pdf format and   5
change the default save location of documents to desktop.

V   Search and access the following information on the internet.   10

i.   Salary statement for the month of September, 2015.

ii.   Create e-Challan from IFMS web portal

iii.   Demonstrate e-Pension website.

iv.   Download pensioners life certificate form.

v.   Show your online service book.

P.T.O.