

**Board of Departmental Examination, Himachal Pradesh**  
**Session: April 2017**

**Paper # 14**

**COMPUTER**  
Part-B (Practical)

**(HAS)**

**Time Allowed: 1 Hour 30 Minutes**

**Max Marks: 50**

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**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.

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- I. Create a worksheet in MS Excel by entering values in A1 to A5 cells as "Total Employees", "Male Employees", "Female Employees", "Percentage of Male Employees", "Percentage of Female Employees". In B1 and B2 Cells, enter the numeric values of 1304 and 701. Calculate the values of cells B3, B4 and B5 logically from the labels in A3, A4 and A5, using appropriate formula. 10
- II. Create a new folder on your Desktop and copy some files from the existing Documents folder of your PC. Demonstrate how you can change the names of these files, make these shareable and change views of listing these files. 10
- III. A. Using Internet, search and access the following websites: 5
- i. Department of Information Technology, Himachal Pradesh
  - ii. Directory of Indian Government Websites
  - iii. GIGW guidelines for Government websites
  - iv. eTAAL website
  - v. Mid Day Meal data reporting website of Himachal Pradesh
- B. Demonstrate how you can access your Email and use it to send an Email with a PDF file as attachment. 5
- IV. Create a new document in MS Word using Verdana Font, size 11, line spacing 1.15, colour of text blue. Type this question paper as it is, upto question No. II. 10
- V. Create a PowerPoint presentation of this question paper, with title of paper in first slide, instructions in 2<sup>nd</sup> slide, questions III to VI in next 4 slides. Insert appropriate images (from Internet) to represent the content in every slide. 10
- VI. A. Demonstrate how you can file an online income tax return. 5
- B. Demonstrate how you can add an additional printer with your Desktop. 5

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