Board of Departmental Examination, Himachal Pradesh
April 2017

Non-Technical Department (Treasury and Distt. Treasury Officers)

Paper # 1: I.T. (Written)

Time Allowed: 2 Hours   **Marks: 60**

Note: Attempt all questions
Reference Books not allowed except IT Act 2000

I   a)   Explain the concept of e-Governance and its benefit to the common man as well as to the Department.

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        b)   Please expand the following terms and explain the same citing examples:
            i)   G-2-C
            ii)   G-2-B
            iii)   B-2-C

3 x 2

II   Fill in the blanks:
      i)   HTML stands for _____ and is commonly used for _____

      ii)   The Operating System of a Computer serves as an interface between the user and _____

      iii)   The commonly used four secondary storage devices are _____, _____, _____, _____

      iv)   The commonly used three input devices are _____, _____, _____

      v)   LAN stands for _____ and is used to _____ Computers to _____ resources such as _____

      vi)   In excel, there are _____ number of columns and _____ number of rows and name of last column is _____

      vii)   Print preview and print option is available under _____ menu in MS-Word/ MS-Excel.

      viii)   Main memory (RAM) is _____ in nature whereas as secondary storage is _____

      ix)   In MS Word, the shortcut keys to copy text is _____, to paste text is _____, to bold selected text is _____ and to subscript text is _____

      x)   In MS Word, _____ option is used to send common letter to multiple departments

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III   Differentiate between any two of the following and cite examples:
      i)   Client based and Web based Application Software

  ii) Internet and Intranet

  iii) LAN and WAN

  iv) Primary Storage and Secondary Storage

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IV Write short note on any two of the following :

  i) Database Management System (DBMS)

  ii) Management Information System (MIS)

  iii) What is Computer? Define various components of Computer.

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V What do you mean by networking of computers and its advantages? Please mention the procedure to provide internet connectivity to two or more than two computers installed in your office.

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VI Explain why System Study is an essential part of Software Development and importance of user participation for the successful rollout of software?

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VII Write a short note on Security Audit of IT Applications and its necessity in the context of IT Act 2000.

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