

Board of Departmental Examination, Himachal Pradesh

Session: ~~November~~ 2017

DEC -

**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 new worksheet in MS-Excel and demonstrate how you can use Formulas to process data in this sheet. Also show, how data from different sheets can be referenced and used in these formula. 10
- II. Demonstrate how a new device, say printer, can be attached to your computer and make it the default printer. 10
- III. A. Using Internet, search and access the following websites: 5
  - i. NPCI website
  - ii. Ministry of Commerce, GoI website
  - iii. Department of Revenue, Himachal Pradesh website
  - iv. eSamadhan-Online Grievance Redressal System
  - v. Mid Day Meal Himachal Pradesh website
- B. Access the Manav Sampada portal and show how you can access your eService Book. 5
- IV. Write an application in MS Word to your office informing that you are proceeding on approved official tour for 4 days and show your tour program in the form of a table within this application. 10
- V. Create a PowerPoint presentation on Swacch Bharat consisting of 7 slides, using Design and Animation feature available. Insert appropriate images from the Internet to highlight your points. 10
- VI. A. Demonstrate how you can change date and time on your desktop. 5
- B. Demonstrate how you can change the desktop wall paper. 5

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