

Board of Departmental Examination, Himachal Pradesh
Session: June 2018

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. Write an application to your Head of Office for extension of your tour to N. Delhi to attend a meeting in the Ministry. Demonstrate usage of Table, Page Border, Font Colour, Highlight, Bold and Italic features in this Word document. 10
- II. Demonstrate how you can add new devices to the computer and how these can be connected to the existing Network (for sharing with other users). 10
- III. A. Using Internet, search and access the following websites: 5
- i. Ministry of Finance, Government of India
 - ii. National Portal of India
 - iii. Department of Personnel, Himachal Pradesh
 - iv. HP Institute of Public Administration
 - v. Department of Revenue, Himachal Pradesh
 - vi. Income Tax Online Return Filing Website
- B. Demonstrate the operation of an Email account. 5
- IV. Design a Power Point presentation of 5 slides, on the theme of eGovernance in your Department. Demonstrate use of design template, animation and transition effects in the presentation. 10
- V. Prepare an Excel workbook and demonstrate the usage of Addition, Subtraction and Summing of Column/Row values by inputting appropriate values in the Cells. 10
- VI. A. Demonstrate how you can change the name of an existing file folder on the computer. Show the folder properties. 5
- B. Demonstrate how you can print a document directly from your Smart phone. 5
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