

Board of Departmental Examination, Himachal Pradesh

Session: December, 2018

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 Create a letter In MS-Word to the Director(T&A) for release of funds having 10 following formatting features:
- Use font style Arial, font size 12, font colour red, justify the text of main body.
 - Line spacing should be 1.5.
 - Insert page number on top right of the page.
 - Insert footer note.
 - Left & right Margins=1.5, Top & bottom margins=1 inch.

- II Create a worksheet in MS-Excel and calculate the total marks, percentage 10 and mark their grading as "A" if %age > 70, and "B" if %age less than 70%.

S.No.	Name	Math	Hindi	English	Total	%age	Grade
1	A	67	45	78			
2	B	87	66	67			
3	C	45	34	81			
4	D	81	47	85			

- III Create a PPT presentation on Tourism in Himachal Pradesh. Make use of 10 slide background design and put a logo on the master slide so that it may appear on all the slides. Create hyperlink on any slide to open HP Government official website.
- IV a. Demonstrate how you will install a printer on your computer. 5
- b. Demonstrate how will you convert file in to pdf format in MS-word 5 and change the default save location of documents to desktop.
- V Access the following from the internet. 10
- Salary statement
 - Create e-Challan
 - e-Pension website
 - Download eGazette notification of Departmental exam
 - Download Public Service Guarantee Act forms