Paper # 1   **Information Technology**   **(For 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.	Write 10 lines (sentences) of text in MS Word document. Change the Font, Text Size, Colour, Style of every line by making it different from others. Make these as a number listed. Show how the start number can be changed and what kind of different numbers can be used in a multi-level list.	10
II.	A. In MS Word, use Word Art to create a "Wish you all the Best !" message. Insert an appropriate photograph too.	5
	B. In MS Excel, show how you can create a query for importing data from other sources.	5
III.	Using MS Excel, create a worksheet. In cell A1, B1, C1 and D1, write "Month", "Budget", "Expenditure", "Balance" respectively. In Cells A2 through A7, insert month names from April to September. In Cell B2, insert one budget amount figure. In the Cells C2 through C7, insert some numerical figures for monthly Expenditure. In Cells B3 through B7, calculate next month budget as "Balance" figure of last month. Use appropriate formulae in cells D2 through D7 to show Budget minus monthly Expenditure values.	10
IV.	Prepare a PowerPoint presentation of 5 slides highlighting the Departmental ICT initiatives of eBudget, eVitran, eSalary, eBills and ePension. Protect this presentation with a password and also convert it to a PDF file.	10

V.	A. Visit the Google Play Store on Internet and search mobile apps for
	   • mBhugtan
	   • MyGPF
	   • ePension
	   • eSalary
	   • eChallan/ Online Payments to Government
		5

	B. On the Internet, search the Graphics based Dashboard of HP Finance Department and demonstrate its features.	5