

Board of Departmental Examination, Himachal Pradesh
Session: September 2020

Paper # 14

Computer
Part-A (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 Sheet.

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| I. | Write 7 sentences of text in MS Word document. You may change the Font, Colour, Text Size and Style of every line. Make these as a number list. Show how the start number can be changed, along with different styles of numbers, which can be used. | 10 |
| II. | A. Demonstrate how you can connect your own desktop from another computer. | 5 |
| | B. Find out the public and private IP address of your computer connected to LAN/Internet. | 5 |
| III. | A. Create a new folder on your Desktop and show its properties. | 5 |
| | B. How do you install and configure new input device? Demonstrate. | 5 |
| IV. | Design a PowerPoint presentation of 5 slides highlighting the major eGovernance initiatives of your Department. Protect this presentation with a password and convert it to a PDF file for easy sharing through Email. | 10 |
| V. | A. Search Internet for any five of the following | 5 |
| | <ul style="list-style-type: none">• Online services of HP Transport Department• NHM website of Himachal Pradesh• Android based RT-PCR Mobile App• Complaint filing on Mukhya Mantri Sewa Sankalp• View Land Record copies/ maps• View GPF Statement online of HP Government employees | |
| | B. How do you set up your Email account for easy access on your Mobile phone? Demonstrate. | 5 |
| VI. | Demonstrate how you can use some of the popular Video Conferencing tools on your desktop to connect with your colleagues in audio/video mode. | 10 |
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