Paper # 1   **Information Technology**   **(For TOs and DTOs)**
                                  Part-B (Practical)

Time Allowed: 1Hour

Max. Marks: 40

Note: Attempt any four questions.
Use of multiple windoows is allowed.
In case of problem with internet, write down the steps on your answer sheet.

I. Using MS Word, write a **well formatted** application to your reporting officer with a copy to the HOD informing that you are proceeding on an approved official tour for 4 days. Show the details of your tour programme in the form of a table within this application.

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II. Create a Workbook with 3 Worksheets having the same data in 4-5 Rows & Columns. Demonstrate storing sum of these 3 Worksheets in 4th Worksheet, using the cross-reference formulae and then use this data dynamically in a MS Word document.

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III. Demonstrate the following:
     a. Deleting and restoring the deleted file.
     b. Installing and declaring a printer as default.
     c. Converting MS Word document to PDF format.
     d. Changing date, time & background on the desktop.
     e. Taking printout of selected text or pages in a document.   10

IV. Create a new folder with name "BODE2020" on the desktop. Move all your exam related files in this folder and send this folder as an attachment to your own eMail address.

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V. Using the Internet, demonstrate:
     a. Mobile Apps portal of the HP Govt.
     b. State budget for the current fiscal year.
     c. Pension details against a given PPO Number.
     d. Portal for sending online grievance to the Government.
     e. Gazette notification for the 2020 departmental examination.
     f. The HP High Court Judgment related to prohibition of ragging.   10