

Board of Departmental Examination, Himachal Pradesh

Session: September, 2020

Paper#5

BASIC COMPUTER

(Panchayati Raj Deptt.)

Part-B (Practical)

Time Allowed: 1 Hour 30 Minutes

Max Marks: 50

Note: Attempt any five questions. Use of multiple windows is allowed. In case any problem with internet connectivity; you may write-down the steps on your answer sheets.

- I. Type a paragraph in MS-Word and perform the following task. 10
- Make the text italic, text font size 15, line spacing 2 inch
 - Keep 2/2 inches left and right indent.
 - Insert "Computer World" as header and page number in the footer.
 - Inserting 5 x5 table and shading the first row.
 - Insert an Octagon and write your name in the center.
- II. Make a presentation to present the working of your office. Make use of following features in the presentation: 10
- Animation effect
 - Slide background
 - Slide Transition
 - Insert a picture
 - Insert table
- III. In your E-mail account do following: 10
- Create a group of five email Id..
 - Spam e-mail account.
 - Add signature
 - Use google drive to send attachments
- IV. Create worksheet and calculate sum and average of students as given below and generate chart using the data. 10
- | S.No. | Name | Math | SS | Hindi | English | Total | %age |
|-------|---------|------|----|-------|---------|-------|------|
| 1 | Sanjeev | 78 | 78 | 45 | 72 | | |
| 2 | Suman | 98 | 45 | 81 | 49 | | |
| 3 | rahul | 54 | 85 | 62 | 76 | | |
- V. Demonstrate installation of printer and make it shareable with other computer. 10
- VI. Search and access the following information from internet. 10
- Availability of blood in the Government Hospitals of Himachal Prdaesh
 - E-Services portal of HP Government
 - HP Government Budget for the year 2020-21
 - Online Pariwar Register Portal
 - Seniority list of Panchayat Inspector