

Board of Departmental Examination, Himachal Pradesh

Session: May 2021

Paper # 14 Computer

Part-A (Practical)

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. Create a Power Point presentation with 5 slides, listing Five generations of computers. Insert appropriate image for every generation (search from Internet). The image should come flying in. During slide show, make the slides advance automatically after 7 seconds. 10
- II. A. Write a letter to your Nodal IT officer for correcting your service history in Manav Sampada software. Use Verdana font, size 12, text colour Red, line spacing 1.5 and full justification. Highlight subject line. 5
B. Show the USB ports of your computer and also name which devices are connected to these USB ports. 5
- III. A. Open My Documents folder on your computer. Show different views to list files in this folder. 5
B. Demonstrate how sharing of files or computer resources can be done. 5
- IV. Using Excel, create a worksheet for calculation of salary based on basic pay, dearness allowance as a percentage of basic pay, house rent and capital allowance as fixed amounts to arrive at Gross salary. Deduct Income Tax at 20% of gross salary and group insurance of Rs.120, to calculate net payable salary. 10
- V. A. Search Internet for any five of the following 5
• COWIN vaccination portal
• UIDAI website for Aadhaar updation
• OC-MIS mobile app
• HimKosh dashboard
• eDistrict website
• HP Police website
B. Open the Control Panel of your computer and show how you can view the list of programs/applications on the computer and uninstall these programs. 5
- VI. Use a web-browser based Video Conferencing tool to demonstrate how you can hold an online meeting from a desktop PC. 10
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