

# Board of Departmental Examination, Himachal Pradesh

Session: May, 2021

Paper#1

Information Technology

(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 In MS-Word open a new document and do the following: 10
- Insert Picture
  - Insert Screenshot
  - Insert footer having page number and title of document
  - Insert shapes and graph
  - Add border around the page
- II Create a worksheet in MS-Excel and add marks of 5 students got in Maths, English, Hindi, Science and History. Calculate their total marks, %age of marks using formula and sort the total marks in ascending order. 10
- III Create a PPT presentation on Online Services of Treasury Department. 10
- Make use of following:
- Slide Transition
  - Slide background
  - Insert shape and apply shadow effect.
  - Insert Treasury logo on each slide using Master slide
- IV a. Demonstrate following printing options: 5
- Print on both side of the page
  - Print specific range of pages
  - Print Odd/Even pages
  - Selecting margin size for the document
- b. Create a folder "Demo" in the desktop. Transfer files from the D Drive of various formats in the Demo folder. Demonstrate how will you transfer the folder into pen drive or CD. 5
- V Search and access the following information on the internet. 10
- Salary statement for the year 2020.
  - e-Challan
  - E-Mail list of all HoD of HP Government
  - Pensioner's life certificate form.
  - Online e- service record.