

HPF&AS (Part-I) Examination-2024

**Paper-V: Computer Applications Part-B (Practical)
(without books)**

Time: 1 ½ hours

Maximum Marks: 50

Q. No. 1. Create a folder named “**Practical_Test** at desktop. Create subfolders “**Practical_Test** _<Your Roll Number >” in this folder.

(10 marks)

Q. No. 2. Write the following paragraph in MS word and save the document as *para 1.docx* in subfolder created at Question No. 1.

(15 marks)

We live in the age of the internet. Also, it has become an important part of our life that we can't live without it. Besides, the internet is an invention of high-end science and modern technology. Apart from that, we are connected to internet 24×7. Also, we can send big and small messages and information faster than ever. In this essay on the Internet, we are going to discuss various things related to the internet. It is very difficult to estimate the area that the internet cover. Also, every second million people remain connected to it with any problem or issue. Apart from that, just like all the things the internet also has some good and bad effect on the life of people.

Bad effects of the internet mean all those things that we can no longer do because of the internet. Also, these things cause trouble for oneself and others too.

You can access in any corner of the world. Also, it is very easy to use and manage. In today's world, we cannot imagine our life without it

Perform the following Operation:-

1. Change the left and right margins are to be brought in by 1.2 cm and 2.4 cm respectively and justify align (align text both left and right margin) all the paragraphs.
2. Change the line spacing of the paragraphs to 1.5 and apply numbering to all paragraphs.
3. Add footer to the document and write your Name and Roll number in the left margin of the footer and also Page Number in the right Margin.
4. Apply double line border at the top and bottom of paragraph
5. Give suitable heading to above, Bold and centre Align the same

P.T.O.

Q. No. 3. Create following spreadsheet as given below and save it as **salary register** Amount in **INR**

	A	B	C	D	E	F	H
1	Name	Basic Pay	DA	HRA	Gross Pay	Tax Deductions	Net Pay
2	Ram Krishan	70,000					
3	Ram Darwar	90000					
4	Ram Kumar	1,20,000					
5	Ram Avtar	30000					
6	Ram Kali	1,50,000					
7	Tina Kaur	1,70,000					

Complete the work sheet and compute the values of other cells /columns using following formulae:

- DA is 42 % of the Basic Pay Basic Pay
- HRA is Rs. 5000/- if Basic Pay is greater than Rs. 40,000/- else Rs. 10,000/-
- Gross Pay = Basic Pay + DA+HRA
- Tax Deduction is calculated at 10% of the Gross Pay.
- Net Pay = Gross Pay – Tax Deductions.

(15 marks)

Q. No. 4. Create power point presentation for the Department you are representing or working with (at least five slides). The presentation shall cover the Vision, Current assignment in hand and the future plans of the Department. Assume suitable assumptions, animations and transition effects.

(10 marks)
