

ಸಂಖ್ಯೆ :

ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರೀಕ್ಷಾ ಮಂಡಳಿ

2016ರ ಡಿಸೆಂಬರ್ / 2017ರ ಜನವರಿ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು

ತಂಡ : **A**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್

ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ
ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

ದಿನಾಂಕ : 30. 12. 2016]

[ಪರಮಾವಧಿ ಅಂಕಗಳು : 100

ಸಮಯ : ಬೆಳಿಗ್ಗೆ 10-30 ರಿಂದ ಮಧ್ಯಾಹ್ನ 12-30 ರವರೆಗೆ]

ಅಭ್ಯರ್ಥಿಗಳಿಗೆ ಸೂಚನೆ :

1. ಪ್ರವೇಶಪತ್ರದಲ್ಲಿ ನಿಗದಿಪಡಿಸಿರುವ ತಂಡ ಹಾಗೂ ಪ್ರಶ್ನೆಪತ್ರಿಕೆಯಲ್ಲಿ ಮುದ್ರಿತವಾಗಿರುವ ತಂಡವನ್ನು ತಾಳೆ ನೋಡಿಕೊಳ್ಳುವುದು.
2. ನಿಮಗೆ ನಿಗದಿಪಡಿಸಿರುವ ಗಣಕಯಂತ್ರವನ್ನು ಮಾತ್ರ ಉಪಯೋಗಿಸತಕ್ಕದ್ದು.
3. ಪರೀಕ್ಷಾ ಕೇಂದ್ರದಲ್ಲಿ ಸಿಡಿ, ಪೆನ್‌ಡ್ರೈವ್, ಲ್ಯಾಪ್‌ಟಾಪ್ ಮುಂತಾದ ಬಳಕೆಯನ್ನು ನಿಷೇಧಿಸಲಾಗಿದೆ.
4. ತಂಡ ಬದಲಾವಣೆಗೆ ಅವಕಾಶವಿಲ್ಲ.
5. ಪರೀಕ್ಷಾ ಕೇಂದ್ರದಲ್ಲಿ ಶಿಸ್ತಿನಿಂದ ನಡೆದುಕೊಳ್ಳುವುದು.

[Turn over

Computer Examinations, December-2016 / January-2017**OFFICE AUTOMATION
PRACTICAL EXAMINATIONS**

Time : 2 hours]

[Max. Marks : 100

Instructions to the Candidates :

1. Create a new folder on the desktop.
2. Name your Folder by your Register Number.
3. Save all your files into your folder.

Note : Answer all the 4 questions.

Q. No. 1 :

25

Type the following passage in Double line spacing.

10

Swami Vivekananda

Narendra Nath Dutta born on 12 Jan 1863, a Great Scholar, Inspiration for Millions of people. He belonged to a traditional Bengali Kayastha family at Calcutta and was one of nine siblings. His father, Vishwanath Dutta, was an attorney at the Calcutta High Court . He is still a source of inspiration for Millions of Hindus and Nationalists in India. Vivekananda was inclined towards spirituality. He was influenced by his Guru, Ramakrishna Deva, from whom he learnt that all living beings were an embodiment of the divine self; therefore, service to God could be rendered by service to mankind. After Ramakrishna's death, Vivekananda toured the Indian subcontinent extensively and acquired first-hand knowledge of the conditions prevailing in British India. He later travelled to the United States, representing India at the 1893 Parliament of the World Religions. Vivekananda conducted hundreds of public and private lectures and classes, disseminating tenets of Hindu philosophy in the United States, England and Europe. In India, Vivekananda is regarded as patriotic saint and his birthday is celebrated as National Youth Day. On 4 July 1902, he died at 9 :10 p.m. while meditating.

Do the following

1. Format Heading with Font Size 24: Font Face : "Verdana", Font Colour : "Orange", Underline the heading. 2
2. Justify the paragraph with Font Size : 14, Font Face : "Courier New", Text Colour : "Purple". 2
3. Apply Page Border Style : Art : "Apple" Width : 21 pt 1
4. Highlight from "He is still a source of inspiration India" with "Yellow colour". 1
5. Create a new paragraph from "Vivekananda toured the..." 1
6. Create a 3 column text from "Narendra Nath Dutta while meditating" and give gutter space of 0.5" and add lines between each column. 3
7. At end of the passage add the following contents with same bullets : 2
 - ❖ Born : 12 Jan 1863
 - ❖ Guru : Ramakrishna Deva,
 - ❖ Died :On 4 July 1902. He died at 9 : 10 p.m. while meditating.
8. Add Header : "The Nationalist of India — Swami Vivekananda"
Footer : "OFFICE AUTOMATION" 2
9. Find text "Narendra Nath Dutta" and replace it with "Vivekananda" 1

Q. No. 2

25

Prepare the following Table in Excel :**RANI INSTITUTE OF COMPUTER TECHNOLOGY
BANGALORE**

Reg. no.	Name	Introduction	Page Maker	Corel Draw	Photoshop	Nudi	Internet
5010	Sandhya						
5011	Aswini						
5012	Kavitha						
5013	Nimitha						
5014	Bhagya						
5015	Dhanya						
5016	Swetha						
5017	Latha						

1. Allocate the marks scored for 100 in each subject. 12
2. Insert 4 columns to the Right side and give headings as "Total", "Average", "Result", "Grade" and calculate them.

For calculating Grade with Pass Result : More than 85% : Distinction

Above 60% : I Class

Above 50% : II Class

Above 35% : III Class

Else : Fail 5

3. Increase the row height to 25 and column width to 11 for columns "Introduction" to "Internet" 2
4. Insert a Bar chart for the 1st Five records and place it in a new Sheet: Chart1 2
5. Sort the records in descending order of the "Total" column 1
6. Find the Highest Total 1
7. Center the Heading to the Table and Apply Format for the table. 2

[Turn over

Q. No. 3

25

Design an attractive presentation using the following data :

Slide 1 :

What is Maha Shivaratri ?

Maha Shivaratri is celebrated in grand scale by the followers of Lord Shiva.

Maha Shivaratri means 'great night of Lord Shiva'.

Slide 2 :

Who is Lord Shiva ?

- Lord Shiva is one of the three forms of God
- Lord Brahma is creator of the universe
- Lord Vishnu maintains the universe
- Lord Shiva looks after the annihilation of the universe.

Slide 3 :

Celebration of Maha Shivaratri

- The whole day is spent in chanting the Lord's name and when night falls, devotees visit the temple to participate in the abhishek. Most temples are open all night long on this day.

Slide 4 :

Offering to Lord Shiva

- Lord Shiva is known as "Abhishek Priya".
Siva's favourite is the sacred leaf, known as Bilva or Bael.

Apply Custom Animation, Slide Transition and attractive design

Q. No. 4

25

Create Company by name Janani.

5

Create the necessary ledgers and journalize the following transactions :

In the books of Miss. Janani :

- | | |
|---|---|
| 1. Janani commenced business with cash Rs. 1,00,000 | 2 |
| 2. Received Commission from Nalini Rs. 15,000 | 2 |
| 3. Sold goods to Vikas Rs. 10,000 | 2 |
| 4. Deposited into Karnataka Bank Rs. 25,000 | 2 |
| 5. Bought Plant & Machinery from Komal Rs. 75,000 | 2 |
| 6. Goods returned by Vikas worth Rs. 5,500 | 2 |
| 7. Cash withdrawn from Karnataka Bank Rs. 10,000 for petty cash | 2 |
| 8. Paid for Plant & Machinery Rs. 75,000 to Komal by cheque | 2 |
| 9. Withdrew cash for personal use Rs. 15,000 | 2 |
| 10. Depreciation on Plant & Machinery at 15%. | 2 |

