

ಸಂಖ್ಯೆ :

ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರೀಕ್ಷಾ ಮಂಡಳಿ

2016ರ ಡಿಸೆಂಬರ್ / 2017ರ ಜನವರಿ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು

ತಂಡ : **B**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್

ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ
ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

ದಿನಾಂಕ : 30. 12. 2016]

[ಪರಮಾವಧಿ ಅಂಕಗಳು : 100

ಸಮಯ : ಮಧ್ಯಾಹ್ನ 1-00 ರಿಂದ 3-00 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

10

Sarojini Naidu

Sarojini Naidu was born in Hyderabad to Aghore Nath Chattopadhyay and Barada Sundari Devi on 13 February 1879. Her parental home was at Brahmangaon in Bangladesh. Her father, Aghornath Chattopadhyaya, with a doctorate of Science from Edinburgh University, settled in Hyderabad, where he founded and administered Hyderabad College. Her mother, Barada Sundari Devi, was a poet and used to write poetry in Bengali. Sarojini Naidu, known as the Nightingale of India, was an Indian freedom fighter and acclaimed poetess. She was also the first woman to become the Governor of an Indian state. Her poems are famous for the melodic style they are written in. Some of her popular books are "A Golden Threshold" and "The Feather of the Dawn". She was the second woman to become the President of the Indian National Congress in 1925. Naidu met Govindarajulu Naidu, a physician, and at the age of 19, after finishing her studies, she married him. At that time, Inter-caste marriages were not allowed, but her father approved the marriage. The couple had 5 children. Her daughter, Padmaja, became the Governor of West Bengal and was a part of the Quit India Movement.

Do the following

1. Format Heading with Font Face : "Arial Black", Colour : "Red", "Size 24 pt", Alignment : "Centre" 2
2. Paragraph Text should be justified, Font face : "Arial" Line spacing :2 1
3. Apply Dropcap of 4 lines and shade the dropped letter with "Blue" colour 1
4. Create a new paragraph from "Her poems are famous ..." and apply first line indent of 0.7" 2
5. Draw Callout and Add text : "Nightingale of India" 1
6. Correct Spelling and Grammar mistakes 1
7. Create a 2 column text and give gutter space of 0.5" and line between each column. 2
8. Copy the font style of heading text to "Nightingale of India" 1
9. At the end of the passage add the following contents with same bullets and tab option. Bold the text Born, Birth name and Death 3
 - ❖ Born : 13 February 1879
 - ❖ Birth name : Sarojini Chattopadhyay
 - ❖ Death : 1 February 1949.
10. Add Footer : "Your Reg. No." 1

Q. No. 2

25

Prepare the following Table in Excel :

VIJITH COMPANY LIMITED

Employee Salary Bill

Sl no.	Name	Basic	TA	DA	HRA	ESI	PF
1.	Ashwin	10000					
2.	Brindha	15000					
3.	Chitra	17000					
4.	Haritha	30000					
5.	Sushmitha	20000					
6.	Vani	23000					
7.	Hasini	25000					

1. Enter the following details 10
2. Calculate TA : 5% of Basic
 DA : 10% of Basic
 HRA : 15% of Basic
 ESI : 6% of Basic
 PF : 8% of Basic 2
3. Add 3 Columns after PF column and label as "Gross Salary",
 "Deduction" and "Net Salary" and calculate them 4
4. Find the Least & Highest Basic salary from the given data 2
5. Set Page size : 8 ×11" and Margins Top & Left : 1.5" and Bottom &
 Right : 1" 2
6. Increase the Row height to 30 1
7. Insert Header : "Your Reg. No. & Batch Letter" and Footer : "Salary Bill" 2
8. Centre the heading and apply Table format 2

[Turn over

Q. No. 3.

25

Design an attractive presentation using the following data :

Slide 1 :

GANESHA FESTIVAL

Ganesh Chaturthi is celebrated by Hindus all over India, as the birthday of the God of wisdom, knowledge and prosperity, Lord Ganesha.

Slide 2 :

BIRTH OF GANESHA

Ganapati is the son of Shiva and Parvati. This elephant-headed god with Mooshak (rat) as his vehicle was created by Goddess Parvati from the sandalwood dough.

Slide 3 :

HISTORY

Ganesh Chaturthi is said to have been celebrated since the days of Maratha rulers : Satavahana, Chalukya and Rashtrakuta.

Mainly celebrated in the states of Maharashtra, Tamil Nadu, Karnataka, Andhra Pradesh with a lot of zeal and splendour.

Slide 4 :

INTERACTION AMONG PUBLIC

Festivals like Ganesh Chaturthi that continued for ten days gave people of every religion the scope to interact and know each other.

It is a festival for everyone irrespective of the caste or class.

Apply Custom Animation, Slide Transition & Attractive Design

Q. No. 4

25

Create Company by name Veera

5

Create the necessary ledgers and journalize the following transactions in the book of Mr. Veera :

- | | |
|---|---|
| 1. Veera commenced business with cash Rs. 80,000 | 2 |
| 2. Bought goods from Avinash on credit Rs. 35,000 | 2 |
| 3. Outstanding Rent Rs. 5,000 | 2 |
| 4. Paid into SBI Bank Rs. 25,000 | 2 |
| 5. Received Commission from Sreedhar Rs. 2,000 | 2 |
| 6. Sold goods to Venkatesh for cash Rs. 10,000 | 2 |
| 7. Withdrew cash from Office for personal use Rs. 1,750 | 2 |
| 8. Goods returned to Avinash Rs. 20,000 | 2 |
| 9. Paid Telephone Bill Rs. 1,270 | 2 |
| 10. Purchased Vehicle for Cash Rs. 35,000 | 2 |
