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.

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

National Anthem India

The national anthem of India, Jana-gana-mana, was composed by the great poet Rabindranath Tagore and was adopted by the Constituent Assembly of India on January 24th 1950. Jana-gana-mana was first sung on 27th December, 1911 at the Calcutta Session of the Indian National Congress. The song, Jana-gana-mana, consists of five stanzas. The first stanza constitutes the full version of the National Anthem. A formal rendition of the national anthem takes fifty-two seconds. A shortened version consisting of the first and last lines (and taking about 20 seconds to play) is also staged occasionally. The music that is played with the anthem was composed by an Indian Gorkha freedom-fighter Ram Singh Thakuri who is also the composer of a number of famous Indian patriotic songs, among others Qadam Qadam Badaye Ja and Subh Sukh Chain.

The National Anthem of India is sung on various occasions. Instructions have been issued from time to time about the correct versions of the Anthem. The substance of these instructions has been embodied in the information sheet issued by the Government of India for general information and guidance.

Do the following

1.   The Heading font size must be 24 , font face : Bookman Old Style, Font Colour : "Blue", Italize the heading.   2
2.   Draw a line after Heading and apply Stroke weight of 4·5 pt.   2
3.   Set the Page Size : Executive with Margins Top : 1" Bottom and Right : 0·5", Left 1·5"   2
4.   Create a 3 column text leaving heading and add line between each column
5.   Gutter margin should be of 0·3"   3
6.   Insert any image from clipart and apply wrap text : **Square**   1
7.   Create a new paragraph from "The first stanza constitutes..." and the first line indent of 0·5" for each paragraph   2
8.   Apply any Page Border Style and Width : 5 pt   1
9.   Add "Indian National Anthem-Jana Gana Mana..........." at header and "your Register number" at footer and align both to centre   2

Q. No. 2   25

Prepare the following Table in Excel :

Telegram : "Meena"   Telephone : 45381342

MEENAKSHI SPORTS GALLERY

Mumbai

Invoice

No : 9021/2016   Date :

Sl No.	Particulars	Qty	Rate
1.	Cricket Bats Max	20	2500
2.	Cricket Bats Sunny	25	5000
3.	Cricket Balls Red	50	300
4.	Shuttle Badminton Rackets	60	750
5.	Shuttle Cocks	80	1000
6.	Ping Pong Tables	100	6000
7.	Ping Pong Rackets	100	2500
8.	Hockey Sticks	55	2250
9.	Hockey Balls	65	500
	Total		
	Add KST 4%		
	Less Rebate 10%		
	Grand Total		

1.   Enter the details as given   12

2.   Insert Current date using function   1

3.   Insert a column at the end with heading "Amount" and calculate the
     amount to be paid for each item   2

4.   Format the Table Heading Row (Slno, Particulars....) with

     Font Face : "Bookman Old Style", Size : 14, Style : Bold and

     Align : Centre   2

5.   Calculate Total, KST, Rebate and Grand Total   3

6.   Replace the word "Hockey" with "Golf" for all occurrences   2

7.   Apply borders, centre the headings and Auto format your table.   3

Q. No. 3. 25

Design an attractive presentation using the following data :

Slide 1 :

DEEPAVALI

THE FESTIVAL OF LIGHTS

- Diwali is a Hindu festival which lasts for 5 days.
- It is also celebrated by Sikhs.
- Diwali means "row of lighted lamps" and is often called the Festival of Lights.

Slide 2 :

REASONS FOR CELEBRATING FESTIVAL

- The festival celebrates good over evil; light over darkness.
- The Goddess of Wealth (Lakshmi) is honoured during Diwali which is also considered to be the Hindu New Year.

Slide 3 :

NARAKA CHATURDASHI

- Lord Krishna after a mighty battle killed the demon Narakasura. For this memory Naraka Chaturdashi is celebrated.
  Children and elders enjoy by burning crackers.
  Diwali is also celebrated for a successful harvest.

Slide 4 :

SAFETY MEASURES

- High power bombs should be avoided.
- Special care should be taken for eyes.
- Elders should take care of children while bursting crackers and flower pots.

Apply Custom Animation, Slide Transition and attractive design

Q. No. 4. 25

Create Company by name Harry 5
Create the necessary ledgers and journalize the following transactions in the books of Mr. Harry

1.	Harry commenced business with cash Rs.95,000	2
2.	Rent received Rs. 7,000	2
3.	Bought furniture from Kishore Rs. 12,000 on credit	2
4.	Deposited into Corporation Bank Rs. 10,000	2
5.	Sold furniture for cash Rs. 5,000	2
6.	Cash withdrawn from Corporation Bank Rs. 4,000	2
7.	Bought goods from Guru for cash Rs. 12,500	2
8.	Withdrew cash for personal use Rs. 5,000	2
9.	Paid for Advertisement Rs. 4,500	2
10.	Insurance Payable Rs. 5,200.	2