

ಸಂಖ್ಯೆ :

ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರೀಕ್ಷಾ ಮಂಡಳಿ

2016ರ ಡಿಸೆಂಬರ್ / 2017ರ ಜನವರಿ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು

ತಂಡ : **D**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್

ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ
ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

ದಿನಾಂಕ : 31. 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

10

Abanindranath Tagore

Abanindranath Tagore was born in Jorasanko, Calcutta, India to Gunendranath Tagore. Abanindranath Tagore, the nephew of Rabindranath Tagore, was born on 7th August 1871. In 1889, he married Suhasini Devi, daughter of Bhujagendra Bhusan Chatterjee, a descendant of Prasanna Coomar Tagore. He was one of the most prominent artists of the Bengal school of painting, along with being the first major supporter of swadeshi values in the Indian art. He was the principal artist and creator of "Indian Society of Oriental Art". He was also a noted writer, particularly for children. Popularly known as 'Aban Thakur', his books Rajkahini, Budo Angla, Nalak, and Khirer Putul are landmarks in Bengali language children's literature.

List of Paintings

Some of paintings by Abanindranath Tagore are as follows :

- Asoka's Queen (1910)
- Bharat Mata (1905)
- Fairyland illustration (1913)
- Ganesh Janani (1908)
- Aurangzeb examining the head of Dara (1911)
- Avisarika (1892)
- Baba Ganesh (1937)
- Banished Yaksha (1904)
- Birds and Animals series (1915)
- Buddha and Sujata (1901)
- Chaitanya with his followers on the sea beach of Puri (1915)
- End of Dalliance (1939)
- Illustrations of Omar Khayyam (1909)
- Krishna Lal series (1901 to 1903)

Do the following

1. Set a Custom Page Size of Width 6" and Height : 8" with Margins Top & Bottom : 0.7" and Left & right : 0.5" 3
2. Format Heading with Font Face : "Britannic Bold", Font size : 20 Pt, Font Colour : "Pink", Align : Centre 1
3. Create a paragraph from "He was a principal artist"
Justify the paragraph and set the First line indent to 0.5" for each paragraph 3
4. Change the Bullets Style to any Numbering style 1
5. Apply any Paragraph Border Style and Border colour : Red 1
6. Insert Word Art and add text : 'Aban Thakur' 1
7. Do Spell and grammar check "**List of Paintings**" 1
8. Copy the Heading Format to the Text using Format Painter 1
9. Insert a Table with 2 columns and 4 rows and the first row heading "Details" to be centered to 2 columns and the following details. 3
 Details
 Born : 7th August 1871
 Place : Jorasanko, Calcutta
 Nickname : Aban Thakur.

Q. No. 2.

Prepare the following Table in Excel

25

BHARATH BOOK SELLERS**HASSAN**

Profit and Loss account for the year ended 31/3/2014

Loss	Amount	Profit	Amount
To Goods Consumed	39350	By Sales of Note Books	45000
" Salaries, wages and Bonus	20600	" Discount received	8000
" Insurance	13500	" Interest on Deposit	4500
" Printing & Stationery	5100	" Misc.	8500
" Repairs and Maintenance	1500	" Sale of ledger books	32000
" Audit fees	4800	" Waste paper auction	18000
" Interest	6300	"	
" Freight & Transport	3900		
" Depreciation	2500		
" Travelling & Conveyance	9250		
" Miscellaneous	9200		
Total		Total	

1. Enter the following details in Excel Sheet 12
2. Right Align "Total", calculate the Total for the Amount Column 2
3. Increase the Row height to 40 and column width of Amount to 12 2
4. Display the value of Amount Column with Thousand Separator
(Ex : 39350 as 39,350) 1
5. Set the Paper size : A4 and Margins : 1.5" for all sides (Left, Right, Top, Bottom) and Orientation : "Landscape" 3
6. Do Spell Check and Insert a comment for "Insurance" as "Health Insurance" 2
7. Apply borders. Centre the headings and Auto format your table. 3

[Turn over

Q. No. 3.

25

Design an attractive presentation using the following data :**Slide 1 :****DEVELOPMENT PROJECTS IN KARNATAKA**

The state has 20 operational, 1 valid in-principle approvals and 62 formal approval SEZs.

The KIADB has developed 136 industrial areas spread all over the state.

Slide 2 :

The Karnataka State Industrial & Infrastructure Development Corporation has promoted over 135 start-up ventures in the state through equity participation and has provided debt to core industries, such as steel, cement.

Slide 3 :

Some of the Operational SEZs in Karnataka

- a. Manyata Embassy Business Park
- b. Infosys Technology
- c. Vrindavan Tech Villages
- d. Biocon Limited
- e. Bagmane Construction Private limited.

Slide 4 :

Primary industries of SEZs

Biotechnology

Engineering & Related Industries

Pharmaceuticals

Petrochemicals and Petroleum

Auto, Aerospace and Industrial Engineering

Food processing and Related Services

Apply Custom Animation, Slide Transition and attractive design

Q. No. 4.

25

Create Company by name Harish

5

Create the necessary ledgers and journalize the following transactions in the books of Mr. Harish

- | | |
|---|---|
| 1. Harish started business with cash Rs. 2,00,000 | 2 |
| 2. Paid Electricity Bill Rs. 7,500 by cheque | 2 |
| 3. Sold goods to Pratheek Rs. 8,000 | 2 |
| 4. Took loan from Union Bank Rs. 1,00,000 | 2 |
| 5. Received discount Rs. 2,500 | 2 |
| 6. Income tax payable Rs. 3,800 | 2 |
| 7. Bought goods for cash Rs. 23,000 | 2 |
| 8. Paid interest on loan Rs. 5,000 | 2 |
| 9. Withdrew cash for personal use Rs. 10,000 | 2 |
| 10. Goods returned from Pratheek Rs. 4,000 | 2 |