

ಸಂಖ್ಯೆ :

ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರೀಕ್ಷಾ ಮಂಡಳಿ

2016ರ ಡಿಸೆಂಬರ್ / 2017ರ ಜನವರಿ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು

ತಂಡ : **E**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್

ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ
ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

ದಿನಾಂಕ : 31. 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

CANCER

Cancer is a genetic disease — that is, it is caused by changes to genes that control the way our cells function, especially how they grow and divide.

Genetic changes that cause cancer can be inherited from our parents. They can also arise during a person's lifetime as a result of errors that occur as cells divide or because of damage to DNA caused by certain environmental exposures. Cancer-causing environmental exposures include substances, such as the chemicals in tobacco smoke, and radiation, such as ultraviolet rays from the sun. Each person's cancer has a unique combination of genetic changes. As the cancer continues to grow, additional changes will occur. Even within the same tumor, different cells may have different genetic changes.

There are more than 100 types of cancer. Types of cancer are usually named for the organs or tissues where the cancers form. For example, lung cancer starts in cells of the lung. In general, cancer cells have more genetic changes, such as mutations in DNA, than normal cells. Some of these changes may have nothing to do with the cancer; they may be the result of the cancer, rather than its cause.

Do the following

1. The Heading font size must be 22, font face : "ARIAL BLACK", Font Colour : "Blue", Alignment : Centre. 2
2. Text should be justified and font size must be 13, Font face : "ARIAL" 2
3. Line spacing : 2, Text Colour : "Brown" 2
4. Find "Cancer" and replace to "CANCER" 1
5. Highlight from "different cells may have different genetic changes" with "Bright Green colour" 1
6. Add bullet style : "↪" to paragraphs 1
7. Apply Strikethrough to "more than" text 1
8. Insert today's date and time at the beginning of the document and align it to centre 2
9. Remove the formats applied to the paragraph text 1
10. Do Spell and Grammar check 1
11. Apply any page Border for your page 1
12. Insert page number to the left side and your register number at the right side at footer. 2

Q. No. 2.

Prepare the following Table in Excel

25

THE JAYA TOOLS MANUFACTURING COMPANY, LTD.

Gulbarga

Profit & Loss Account for the year ending 31-03-1977

Loss	Amount	Profit	Amount
To stock 1-4-1976	85750	By Sales	720000
" Purchases	321000	" Stock 31-3-1977	100570
" Manufacturing wages	200000	" Commission received	2500
" Coal Gas and Wages	28500	" Interest on Bank deposit	2050
" General Expenses	18000	" Miscellaneous	250
" Preliminary Expenses	3000		
" Repairs & Renewals	13000		
" Rates, Taxes, Insurance	12500		
" Office Salaries	10400		
" Director's Fee	5250		
" Debenture Interest	10000		
" Depreciation on Plant & Machinery	23000		
" Net Profit	94970		
Total		Total	

1. Enter the following details in Excel Sheet 12
2. Increase the Row height to 38 and width of Amount Column to 10 2
3. Display the value of Amount Column with Thousand Separator
(Ex : 85750 as 85,750.00) 1
4. Right Align "Total". Calculate the total for the Amount Column 2
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 "Office Salaries" as "Staff Payment" 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 :**

Karnataka is one of the leading producers of cotton, silk and wool which are the key raw materials required for textile manufacturing units. The state produces 65 per cent of India's silk,

Slide 2 :

Karnataka is a major apparel sourcing destination for the global market. The state accounts for 20 per cent of the national garment production.

Slide 3 :

Textile Parks in Bengaluru

The sector has potential for future growth as the state has Apparel Park at Dodaballapur near Bengaluru and other mega textile parks in the other parts of the state.

Slide 4 :

Textile & Garment Units

There are over 0.38 million manufacturing units engaged in textile and garment sector at the organized and unorganized level.

Apply Custom Animation, Slide Transition and attractive design

Q. No. 4.

25

Create Company by name Deepthi

5

Create the necessary ledgers and journalize the following transactions in the books of Deepthi

- | | |
|---|---|
| 1. Deepthi commenced business with Cash Rs.75,000. | 2 |
| 2. Received interest Rs. 5,200 | 2 |
| 3. Sold goods to Vijay on credit Rs. 7,000 | 2 |
| 4. Purchased goods from Raghav Furniture Rs. 35,000 | 2 |
| 5. Purchased Motor vehicle Rs. 52,000 | 2 |
| 6. Deposited into Punjab National Bank Rs. 6,000 | 2 |
| 7. Paid Paper Bill Rs. 620 | 2 |
| 8. Withdrew cash for personal use Rs. 4,700 | 2 |
| 9. Depreciation on Motor vehicle at 4% | 2 |
| 10. Paid tax Rs. 4,800. | 2 |

