

ಸಂಖ್ಯೆ :

ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರೀಕ್ಷಾ ಮಂಡಳಿ

2016ರ ಡಿಸೆಂಬರ್ / 2017ರ ಜನವರಿ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು

B

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 X**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್

ಲಿಖಿತ ಪರೀಕ್ಷೆ
ಪ್ರಶ್ನೋತ್ತರ ಪತ್ರಿಕೆ

ದಿನಾಂಕ : 29. 12. 2016]

[ಪರಮಾವಧಿ ಅಂಕಗಳು : 100

ಸಮಯ : ಬೆಳಿಗ್ಗೆ 10-30 ರಿಂದ 11-30 ರವರೆಗೆ]

ನೋಂದಣಿ ಸಂಖ್ಯೆ :

ಪರೀಕ್ಷೆಯ ಕೊಠಡಿಯ ಮೇಲ್ವಿಚಾರಕರ ರುಜು ಮತ್ತು ದಿನಾಂಕ

ಅಭ್ಯರ್ಥಿಗಳಿಗೆ ಸೂಚನೆ :

1. ಉತ್ತರ ಬರೆಯಲು ಪ್ರಾರಂಭಿಸುವ ಮುಂಚೆ ನೋಂದಣಿ ಸಂಖ್ಯೆ ಮತ್ತು ವಿವರಗಳನ್ನು ಮುಖಪುಟದ ಮೇಲೆ ಅವುಗಳಿಗೋಸ್ಕರ ಇರುವ ಸ್ಥಳದಲ್ಲಿ ಬರೆಯಿರಿ. ಅಂಕಗಳನ್ನು ಬರೆಯುವುದಕ್ಕೆ ಬಿಟ್ಟಿರುವ ಸ್ಥಳದಲ್ಲಿ ಏನನ್ನೂ ಬರೆಯಬಾರದು.
2. ಉತ್ತರ ಪತ್ರಿಕೆಯ ಯಾವುದೇ ಭಾಗದಲ್ಲಿ ನಿಮ್ಮ ಹೆಸರನ್ನು ಬರೆಯಬಾರದು. ಹಾಗೆ ಬರೆದಲ್ಲಿ ಪರೀಕ್ಷೆಯಿಂದ ಡಿಬಾರ್ ಮಾಡಲಾಗುವುದು.
3. ನೀವು ಉತ್ತರಿಸುವ ಉತ್ತರ ಪತ್ರಿಕೆಯ ಸಂಕೇತ (ಎ, ಬಿ, ಸಿ, ಡಿ) ವನ್ನು ಪರಿಶೀಲಿಸಿಕೊಳ್ಳುವುದು.
4. ಉತ್ತರ ಪತ್ರಿಕೆಯೊಂದಿಗೆ ಯಾವುದೇ ಇತರೆ ಕಾಗದಗಳನ್ನು ಲಗತ್ತಿಸಬಾರದು.
5. ಹೆಚ್ಚಿನ ವಿವರಗಳಿಗೆ ನಿಮ್ಮ ಪ್ರವೇಶ ಪತ್ರದಲ್ಲಿ ಮುದ್ರಿತವಾಗಿರುವ ಸೂಚನೆಗಳನ್ನು ಓದಿ.

	ಪ್ರಶ್ನೆಯ ಸಂಖ್ಯೆ	ಅಂಕಗಳು
	I	
	II	
	III	
	IV	
(ಒಟ್ಟು ಅಂಕಗಳು ಅಕ್ಷರಗಳಲ್ಲಿ)	V	
	ಒಟ್ಟು	

ಪರೀಕ್ಷಕರ ರುಜು

ಸಂಕೇತ :

[Turn over

Computer Examinations, December-2016 / January-2017

**Office Automation
(Theory)**

Time : 1 hour]

[Max. Marks : 100

- Instructions :**
- Write your Register Number properly.
 - Do not tag extra sheet with this Booklet.
 - Use **Blue / Black** ball point pen only.

I. Choose the correct answer :

20 × 1 = 20

- To replace the text in MS Word key is used.
(A) Ctrl + R (B) Shift + R
(C) Ctrl + H (D) Shift + H
- Ctrl + X is used to the text.
(A) select (B) copy
(C) paste (D) cut
- toolbar is used to add shapes in MS Word.
(A) Formatting (B) Drawing
(C) Text (D) All of these
- To erase everything on the screen command is used.
(A) cls (B) del
(C) clr (D) cd
- Computer memory is measured in
(A) mm (B) mts
(C) bytes (D) letters
- The shaded section at the end of the rulers indicates the areas in MS Word.
(A) margin (B) text
(C) ruler (D) working
- is helpful in organising files.
(A) Inbox (B) Folder
(C) Recycle bin (D) None of these
- The easiest way to create report is
(A) auto report (B) report wizard
(C) report design view (D) all of these
- places a black border around each slide.
(A) Print hidden slide (B) Border
(C) Frame slide (D) None of these

10. timing is the most effective method for assigning time for individual slides.
- (A) Rehearsing (B) Slide design
(C) Master (D) Transition
11. Accounting is an art of communication.
- (A) mass (B) people
(C) business (D) all of these
12. Calculators will be found in area of the Tally screen.
- (A) top (B) middle
(C) right (D) bottom
13. Encryption is the process of converting accessible Tally information to information.
- (A) unrecognizable (B) unicode
(C) readable (D) none of these
14. Bank Account is a sub-group of
- (A) fixed asset (B) current asset
(C) loan (D) direct income
15. The files created in Excel are called
- (A) workbook (B) sheets
(C) spread sheets (D) folder
16. The last column in excel 2003 is
- (A) AV (B) IV
(C) VI (D) VII
17. To enter the current date quickly in a cell key is used.
- (A) Ctrl + ; (B) Alt + ;
(C) Ctrl + : (D) Alt + :
18. The equal sign tells excel that the entry is a
- (A) data (B) number
(C) alphabet (D) formula
19. is a way of displaying our presentation on screen.
- (A) View (B) Master
(C) Display (D) None of these
20. happens whenever the presentation moves from one slide to another.
- (A) Design (B) Transition
(C) Effect (D) Animation

II. Fill in the blanks :

20 × 2 = 40

1. In MS Word to capitalize a full word
case is used in option.
2. In MS Word Print is in menu and
Paste special option is found in menu.
3. In MS Word merge cell is in menu and
picture option is in menu.
4. In MS Word a green wavy line indicates
and the red wavy line indicates
5. In Excel automatically creates sum and the
cell with dark border around it is called cell.
6. In MS Excel, extension of MS Excel add-in is
..... and the extension for Microsoft Excel
workspace is
7. To display current date formula
is used and the function used to compute a monthly loan payment
is
8. Apart from 'Labels' the other two types of entries that we can do in
Excel are and
9. PowerPoint groups animation into three categories : one is subtle, other
two are and
10. In PowerPoint F5 is used for
Extension of PowerPoint file is

11. We can apply an animation scheme either from view or view.
12. Queries are powerful tool for and database information.
13. Expansion of TDS is and expansion of FBT is
14. The shortcut key for credit note is and shortcut key to delete a voucher is
15. Profit & Loss account displays all and in tally.
16. VGA type of monitor displays and types of information.
17. High level languages can be classified into and
18. The DOS command 'cd' is used to and the command 'del' is used to
19. and are the key combinations to switch between open windows.
20. The two types of installation of windows other than 'Repair installation' are and

III. Write whether the statements are “True” or “False”. Do not write ‘T’ or ‘✓’, for True and ‘F’ or ‘X’ for False : 10 × 1 = 10

- 1. We cannot copy an existing formula from one cell to other.
- 2. The default name for new master is ‘custom design’.
- 3. A design view is not available for all the access objects.
- 4. The nature of account found in Salary Paid is Nominal Account.
- 5. Debit note is used to enter the transactions related to sales returns.
- 6. All Storage devices are called as primary memory devices.
- 7. Calculators are found in control panel in WindowsXP.
- 8. Formatting tool bar helps us to draw shapes.
- 9. We can create different header & footer for even and odd pages.
- 10. Data in Excel sheet is organised by rows and columns.

IV. Fill in the appropriate words for the following : 5 × 5 = 25

- 1. The text watermark window has the options like
 - a)
 - b)
 - c)
 - d)
 - e)

- 2. a) In Excel 2003, Text control option :
 - i) If we want to get a lengthy word in a particular cell without changing font size, we use
 - ii) If we want to compress a lengthy word without changing the height and width of a particular cell, we use
 - iii) To combine more than two cells we use
- b) Protection option sub-group has
 - i)
 - ii)
- 3. Give the expansions for the following :
 - a) MICR :
 - b) POST :
 - c) CUI :
 - d) BIOS :
 - e) VGA :

4. Write the pre-defined groups for the following ledgers :

- a) Machineries account :
- b) Rent receivable account :
- c) Wages account :
- d) Cash account :
- e) Sales tax paid :

5. Apart from Draw opaque the other options found in Image menu of MS Paint are

- a)
- b)
- c)
- d)
- e)

V. Match the following. Match 'A' with 'B' and write the answers (alphabets) in the box provided :

5 × 1 = 5

A	B	Answers
1. File	(A) Top area	1. <input type="checkbox"/>
2. Tally version	(B) Real numbers	2. <input type="checkbox"/>
3. Numeric data	(C) View menu	3. <input type="checkbox"/>
4. Mark up	(D) Print area	4. <input type="checkbox"/>
5. Slide Number	(E) Insert menu	5. <input type="checkbox"/>

