

ಸಂಖ್ಯೆ :

## ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರೀಕ್ಷಾ ಮಂಡಳಿ

2016ರ ಡಿಸೆಂಬರ್ / 2017ರ ಜನವರಿ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು

ತಂಡ : **F**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್

ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ  
ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

ದಿನಾಂಕ : 31. 12. 2016 ]

[ ಪರಮಾವಧಿ ಅಂಕಗಳು : 100

ಸಮಯ : ಮಧ್ಯಾಹ್ನ 3-30 ರಿಂದ ಸಂಜೆ 5-30 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**CHRISTMAS**

Christmas is an annual festival commemorating the birth of Jesus, observed most commonly on December 25 as a religious and cultural celebration among billions of people around the world. Christmas Day is a holiday in many, but not all, countries. Many homes have Christmas trees and other decorations in the weeks leading to Christmas Day. Some workplaces hold Christmas parties prior to December 25. Festive activities include exchanging presents, singing Christmas songs, going to parties.

It's a special time when children get presents from family, friends and Santa Claus, or Father Christmas. Christmas cards are also given or sent out prior to Christmas Day.

Churches have special services and may include a crèche or miniature Nativity scene. The mistletoe is a commonly used Christmas decoration. Images of Santa Claus, also known as Father Christmas, snowmen, reindeer, and candy canes are seen in cards, posters, signs and other printed or marketing material associated with the Christmas celebrations. Images of baby Jesus, the Christmas star, and other symbols associated with the religious meaning of Christmas are also seen during Christmas Eve and Christmas Day.

**Do the following**

1. Format Heading with Font Face : "Verdana", Colour : "Red", Size: "26 pt",  
Alignment : "Centre" 2
2. Justify the paragraph with Font face : "Times New Roman", Line Spacing : 2 1
3. Apply Dropcap and shade the dropped letter with "Blue" colour 1
4. Set the Page Size to A4 with Margins Top : 1", Bottom 1", "Left 1.25" and Right : 07" and Orientation : Landscape 3
5. Insert Callout shapes and add text : "Merry Christmas", add colour to callout shape and text 2
6. Copy the callout shape Merry Christmas and paste it and align it to right side of the document 2
7. Insert any Image from clipart and apply wrap : **Behind text** 2
8. Create a 2 column text leaving heading and add line between each column. 2

Q. No. 2.

25

**Prepare the following Table in Excel**

Statement showing the details of cars on road in different districts during the month of April 2004

Sl No.	Places	Shift	Maruti	Tata Indica	Fiat
1.	Hassan	10000	12000	13500	14300
2.	Bangalore	20000	21000	13850	12600
3.	Tumkur	11000	11500	15420	18200
4.	Hubli	13200	14000	15230	16320
5.	Davanagere	12500	16000	17200	18000
6.	Dharwad	15100	13000	14300	15200
7.	Bijapur	15300	16200	17000	18300
8.	Bidar	10500	9800	8000	9200
9.	Kolar	15600	14300	17320	19300
10.	Gulbarga	12300	15340	11000	13200
11.	Mangalore	11700	18000	20100	22100
12.	Mysore	15000	17500	21300	23900

1. Enter the data as shown above 12
2. Insert a column at the end and give title as Total 1
3. Calculate the total cars on road in each place 2
4. Sort the table in Ascending order of Place Column 1
5. Add a row at the end and calculate the Total cars of each make 2
6. Increase the row height to 20 and decrease the column width of  
Sl. Nos. 1 to 6 2
7. Insert Header : "Car Details" and Footer : "Page No:" 2
8. Rename your Sheet1 to **Car Details** 1
9. Format the table with borders and with proper alignment. 2

[ Turn over

Q. No. 3.

25

**Design an attractive presentation using the following data :****Slide 1 :**SOCIAL INFRASTRUCTURE OF KARNATAKA  
HEALTH

Three-tier health infrastructure comprising Primary Health Centres, Health Units, Community Health Centres and Sub-Centres is available in the state.

**Slide 2 :**

Policy of the Government

The policy of the government is to establish one primary health centre for every 30,000 inhabitants, one dispensary for every 15,000-20,000 inhabitants, and one sub-centre for every 5,000 inhabitants.

**Slide 3 :**

Hospitals in Karnataka

- District Hospitals : 17
- Other Hospitals : 10
- Community Health Centres : 326
- Primary Health Centres : 2,310
- Sub-centres : 8,871
- Dispensaries : 659
- Beds in Hospitals : 61,848

**Slide 4 :**

Health Indication

Bed per 100,000 population as on 2010-11 : 112

Birth Rate : 19.2

Death Rate : 7.1

Infant Mortality Rate : 38

The figure based on Economic survey of Karnataka 2011-12

**Apply Custom Animation, Slide Transition and attractive design**

Q. No. 4.

25

**Create Company by Name Nitish**

5

**Create the necessary ledgers and journalize the following transactions in the books of Nitish**

- |  |   |
|--|---|
| 1. Nitish started business with cash Rs. 1,00,000            | 2 |
| 2. Sold goods to Vanaja Rs. 15,000                           | 2 |
| 3. Withdrew cash for personal use Rs. 8,000                  | 2 |
| 4. Paid TA Rs. 3,000   | 2 |
| 5. Received commission Rs. 5,500                             | 2 |
| 6. Outstanding repairs Rs. 4,200                             | 2 |
| 7. Deposited into Gramina Bank Rs. 20,000                    | 2 |
| 8. Paid salary Rs. 12,000 by cheque                          | 2 |
| 9. Bought goods from Bindhu Electronics Rs. 22,000 on credit | 2 |
| 10. Withdrew cash from Gramina Bank Rs. 6,000 for petty cash | 2 |

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