

ಸಂಖ್ಯೆ :

ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರೀಕ್ಷಾ ಮಂಡಳಿ

2016ರ ಡಿಸೆಂಬರ್ / 2017ರ ಜನವರಿ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು

ತಂಡ : **G**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್

ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ
ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

ದಿನಾಂಕ : 02. 01. 2017]

[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

RAMZAN

Ramadan also romanized as Ramazan is the ninth month of the Islamic calendar, and is observed by Muslims worldwide as a month of fasting to commemorate the first revelation of the Quran to Muhammad according to Islamic belief. This annual observance is regarded as one of the Five Pillars of Islam. The month lasts 29-30 days based on the visual sightings of the crescent moon, according to numerous biographical accounts compiled in the hadiths.

The word Ramadan comes from the Arabic root ramida or ar-ramad, which means scorching heat or dryness. Fasting is fardh (obligatory) for adult Muslims, except those who are suffering from an illness, travelling, are elderly, pregnant, breastfeeding, diabetic or going through menstrual bleeding.

While fasting from dawn until sunset, Muslims refrain from consuming food, drinking liquids, sinful behaviour that may negate the reward of fasting, such as false speech (insulting, backbiting, cursing, lying, etc) and fighting. Food and drinks are served daily, before dawn and after sunset. Fasting for Muslims during Ramadan typically includes the increased offering of prayers and recitation of the Quran.

Do the following

1. The text Font Face : "Verdana", Colour : "Red", Size : "14 pt", Line Spacing :2 2
2. Find text "Ramzan" and replace to "Ramadan" 1
3. Apply Dropcap to 4 lines and change the colour of dropped character to "Orange" 1
4. Set Page Size of Legal with Margins Top : 2", Bottom 2", Left 1.5" and Right : 1.5" and Orientation : Landscape 3
5. Insert Callout shapes and add text : "Happy Ramzan", add colour to callout shape and text 2
6. Copy the callout shape "Happy Ramzan" 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 1
9. Insert today's date and time at the end of document. 1

Q. No. 2.

25

Prepare the following Table in Excel**THE BHARATH SPORTS CLUB, BANGALORE**

Income and Expenditure Account for the year ending 31st March, 1979

Expenditure	Amount	Income	Amount
To Establishment charges	2600	By Subscription	8090
" Wages	2540	" Donation from Patrons	2700
" Advertisement	3540	" Entrance Fee	2200
" Printing & Stationery	1200	" Rents Receivable	800
" Postage	995	" Interest on Investments	2000
" Rent	2500	" Excess Expenditure over Income	135
" Sundry Repairs	480		
" Audit fees	100		
" Miscellaneous Expenses	480		
" Depreciation on sports equipment	1400		
" Bank Charges	90		
Total		Total	

1. Enter the following details in Excel Sheet 12
2. Right Align "Total" and calculate the Total of the Amount Column 2
3. Increase the Row height to 45 and column width of Amount to 12 2
4. Display the value of Amount Column with thousand separator
(Ex : 2600 as 2,600.00) 1
5. Insert Header : "Bharath Sports Club" and Footer : "Page No. :" 2
6. Insert comment for Depreciation as " 5%" 1
7. Insert a column before Expenditure and give heading as Sl. No.
and number the rows 2
8. 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 :**

Key Investment Promotion Office
of the Karnataka State

Department of Industries and Commerce is the Anchor department for development of industries in Karnataka.

Slide 2 :

Karnataka Udyog Mitra

- It is the single contact point for investors in the state
- Considers/forwards proposals to concerned agencies and communicates status to investors
- Monitors implementation of approved projects.

Slide 3 :

District Industries Centres

- Nodal agencies for approval of projects at district level
- The primary focus of the agency is to promote small scale, village and cottage industries.

Slide 4 :

Other Departments

- There are various sector-specific departments such as
- Department of Tourism,
- Department of Information Technology and Biotechnology,
- Department of Food Processing,
- Department of Textiles,
- Department of Mines and Geology.

Apply Custom Animation, Slide Transition and attractive design

Q. No. 4.

25

Create Company by Name Diwakar

5

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

- | | |
|---------------------------------------------------------------|---|
| 1. Diwakar commenced business with cash Rs. 2,00,000 | 2 |
| 2. Bought Machinery for cash Rs. 20,000 | 2 |
| 3. Interest on Capital at 2% | 2 |
| 4. Sold goods to Sangeetha Agency on Credit Rs. 5,700 | 2 |
| 5. Deposited into Axis Bank Rs. 15,000 | 2 |
| 6. Paid postage Rs. 750 | 2 |
| 7. Fund transfer from Axis Bank to Karnataka Bank Rs. 10,000 | 2 |
| 8. Purchased goods from Sujay for Cash Rs. 7,000 | 2 |
| 9. Withdrew cash from Karnataka Bank Rs. 3,000 for petty cash | 2 |
| 10. Received Interest from Sanjeev Rs. 4,000 by cheque. | 2 |

