

ಸಂಖ್ಯೆ :

ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರೀಕ್ಷಾ ಮಂಡಳಿ

2016ರ ಡಿಸೆಂಬರ್ / 2017ರ ಜನವರಿ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು

ತಂಡ : **H**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್

ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ
ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

ದಿನಾಂಕ : 02. 01. 2017]

[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

WATER

Water is a transparent and nearly colourless chemical substance that is the main constituent of Earth's streams, lakes, and oceans, and the fluids of most living organisms. Its chemical formula is H₂O, meaning that its molecule contains one oxygen and two hydrogen atoms, that are connected by covalent bonds. Water strictly refers to the liquid state of that substance, that prevails at standard ambient temperature and pressure; but it often refers also to its solid state (ice) or its gaseous state (steam or water vapor). It also occurs in nature as snow, glaciers, ice packs and icebergs, clouds, fog, dew, aquifers, and atmospheric humidity.

Water covers 71% of the Earth's surface. It is vital for all known forms of life. On Earth, 96.5% of the planet's crust water is found in seas and oceans, 1.7% in groundwater, 1.7% in glaciers and the ice caps of Antarctica and Greenland and 0.001% in the air as vapour, clouds (formed of ice and liquid water suspended in air), and precipitation. Only 2.5% of this water is freshwater, and 98.8% of that water is in ice and groundwater. A greater quantity of water is found in the earth's interior.

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" line spacing : 2, Text Colour : "Brown" 2
3. Highlight from "A greater quantity interior" with "Yellow colour" 1
4. Add bullet style : " " to paragraphs 1
5. Insert Header "Water — The Basic element for Life " 1
6. Insert today's date and time at the beginning of the document and align it to centre 2
7. Find "Water" and Replace it to "H₂O" 1
8. Subscript 2 in H₂O (H₂O) for all its occurrences 2
9. Apply Strikethrough to "Steam or water vapour" 1
10. Insert page number to the bottom-centre and your register number at the right side at footer 2

Q. No. 2.

25

Prepare the following Table in Excel**VISHWA ASSOCIATION****Bangalore**

Income and Expenditure Account for the year ending 31-03-1995

Expenditure	Amount	Income	Amount
To Establishment charge	6000	By Subscription	12000
" Printing & Stationery	2050	" Rents Receivable	4800
" Journals	9080	" Donation	3000
" Postage	750	" Miscellaneous	2000
" Conveyance & Travelling	1620		
" Advertisement Commission	700		
" Audit Fee	500		
" Miscellaneous Expenses	1100		
Total		Total	

1. Enter the following details in Excel Sheet 12
2. Increase the Row height to 45 and column width of Amount to 12 2
3. Insert a column before Expenditure and give heading as Sl. No and number the rows 2
4. Right Align "Total" to its cell and calculate the Total of the Amount Column 2
5. Display the value of Amount Column with thousand separator
(Ex : 6000 as 6,000.00) 1
6. Insert Header : "Page No" and Footer : "Vishwa Association" 2
7. Find the word "Stationery" and replace with "Xerox" 1
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 :**

Engineering Industries in Karnataka

The Engineering industry in Karnataka has positive prospects in its performance.

In 2010-11, the export of engineering products stood at 1.60 billion US dollars.

Slide 2 :

Leading Public Sectors in Karnataka

Bharat Earth Movers Limited, Hindustan Machine Tools Limited and Bharat Heavy Electricals Limited are among the leading companies in this sector in the state.

Slide 3 :

BEML manufactures a wide range of products such as earth moving equipment.

BEML has its registered office at Bengaluru and units at Kolar Gold Fields, Mysore and Bengaluru.

Slide 4 :

HMT was established in 1953. The company manufactures various types of machine tools including watches, die casting & plastic processing machinery, CNC systems & bearings.

The company has a manufacturing plant in Bengaluru.

Apply Custom Animation, Slide Transition and attractive design

Q. No. 4.

25

Create Company by name Akshatha

5

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

- | | |
|--|---|
| 1. Akshatha commenced business with cash Rs. 90,000 | 2 |
| 2. Bought goods from Methu Electricals for cash Rs. 7,500 | 2 |
| 3. Paid Medical Expense to Vinayak Rs. 25,000. Personal Department, Delhi Branch | 4 |
| 4. Prepaid Insurance Rs. 6,000 | 2 |
| 5. Withdrew cash from office for personal use Rs. 10,000 | 2 |
| 6. Paid DA to Tejas Rs. 6,500 | 2 |
| 7. Sold goods to Anil for cash Rs. 4,600 | 2 |
| 8. Returned goods to Methu Electricals Rs. 3,000 | 2 |
| 9. Deposited into Gramina Bank Rs. 30,000 | 2 |
