

ಸಂಖ್ಯೆ :

ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರೀಕ್ಷಾ ಮಂಡಳಿ

2016ರ ಡಿಸೆಂಬರ್ / 2017ರ ಜನವರಿ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು

ತಂಡ : **I**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್

ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ
ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

ದಿನಾಂಕ : 02. 01. 2017]

[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

OZONE

Ozone is an inorganic molecule with the chemical formula O₃. It is a pale blue gas with a distinctively pungent smell. It is an allotrope of oxygen that is much less stable than the diatomic allotrope O₂, breaking down in the lower atmosphere to normal di-oxygen. Ozone is formed from di-oxygen by the action of ultraviolet light and also atmospheric electrical discharges, and is present in low concentrations throughout the Earth's atmosphere (stratosphere). In total, ozone makes up only 0.6 ppm of the atmosphere.

Ozone's odour is sharp, reminiscent of chlorine, and detectable by many people at concentrations of as little as 10 ppb in air. Ozone's O₃ structure was determined in 1865. The molecule was later proven to have a bent structure and to be diamagnetic. Ozone is a pale blue gas that condenses at progressively cryogenic temperatures to a dark blue liquid and finally a violet-black solid.

Ozone is a powerful oxidant and has many industrial and consumer applications related to oxidation. It has high oxidizing potential, however, causes ozone to damage mucous and respiratory tissues in animals, and also tissues in plants, above concentrations of about 100 ppb.

Do the following

1. The Heading font size must be 22, font face : "Verdana", Font Colour : "Red", Alignment : Centre. 2
2. Text should be justified and font size must be 14, Font face: "ARIAL", line spacing : 2. Text Colour : "Grey" 2
3. Highlight from "Ozone's O₃ structure was determined in 1865" with "Yellow colour" 1
4. Add bullet style : "☉" to paragraphs 1
5. Apply Strikethrough to "The molecule was be diamagnetic." text 1
6. Insert today's date and time at the beginning of the document and align it to centre 2
7. Find "Ozone" and Replace it to O₃ 1
8. Subscript 3 in O₃ (O₃) for all 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**NIKITH INSTITUTE OF COMMERCE AND COMPUTER CENTRE**

Result sheet-January 2016

| Sl No. | Name | English Typing Junior Grade | | Office Automation | |
|--------|------|-----------------------------|-----------|-------------------|-----------|
| | | 1st Paper | 2nd Paper | Theory | Practical |
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |
| 8. | | | | | |
| 9. | | | | | |
| 10. | | | | | |

1. Enter the name of the students as per your choice and allocate the marks scored for 100 in each paper 12
2. Insert two columns after English Typing Junior Grade and two columns after Office Automation and give heading as Total and Average 2
3. Calculate the total and average of each student in Typing and Office Automation. 2
4. Increase the row height to 30 1
5. Find the highest marks and least marks in Typing and Office Automation 4
6. Sort the data (Namewise-ascending order) 1
7. Centre the headings, apply borders and format. 3

[Turn over

Q. No. 3.

25

Design an attractive presentation using the following data :**Slide 1 :**

Biotechnology in Karnataka

Karnataka has played a key role in India's emergence as a significant player in the global biotechnology industry. Karnataka is home to 60 per cent of the country's biotech units.

Slide 2 :

Biotech Units and Research

As of 2010-11, there were 324 biotech units in Karnataka.

Karnataka has around 6,800 scientists involved in biotech research.

Slide 3 :

Biotech Institutions

Premier Life Sciences institutions such as Indian Institute of Science, National Centre for Biological Science, Jawaharlal Nehru Centre for Advanced Scientific Research, etc., are present in the state.

Slide 4 :

Biotech Industries in the State

Biocon India was incorporated in 1978 as a joint venture between Biocon Biochemicals Ltd. of Ireland. It is among the leaders in bio-pharmaceuticals and bio-services. It has corporate headquarters at Bengaluru.

Apply Custom Animation, Slide Transition and attractive design

Q. No. 4.

25

Create Company by name Sudeep

5

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

- | | |
|--|---|
| 1. Sudeep commenced business with cash Rs. 65,000 | 2 |
| 2. Bought computers from Rohith for cash Rs. 28,000 | 2 |
| 3. Deposited into Canara Bank Rs. 20,000 | 2 |
| 4. Withdrew cash for personal use Rs. 5,000 | 2 |
| 5. Outstanding salary Rs. 7,600 | 2 |
| 6. Sold machinery to Udhay on credit Rs. 6,000 | 2 |
| 7. Paid Marketing Expense to Rehan, Accounts department, Hyderabad Branch. | 4 |
| 8. Fund transfer from Canara Bank to Corporation Bank Rs. 10,000 | 2 |
| 9. Accrued Interest from Ashwin Rs. 2,000. | 2 |
