

ಸಂಖ್ಯೆ :

ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರೀಕ್ಷಾ ಮಂಡಳಿ

2016ರ ಡಿಸೆಂಬರ್ / 2017ರ ಜನವರಿ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು

ತಂಡ : **J**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್

ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ
ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

ದಿನಾಂಕ : 03. 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

PARENTS' DAY 2016-JULY 24 (SUNDAY)

Family is the fundamental unit of a society and parents and children are the pillars of it. Parents are a child's ideal. They play important role in the development of a child by directing them to become a mature and responsible citizen. Parents are a teacher, well-wisher, mentor, role-model and protector to their children. Hats off to their unconditional love and the hard work they employed to bring up their children and make them able that they face in the crowd. Their debt can't be paid back. Yet the children celebrate Parents' Day every year to honour their Mom-Dad for their care.

Minority of countries in the world celebrate it on fourth Sunday of July. In South Korea, Parents' Day is annually held on May 8th. Parents' Day is celebrated by both the public and Government. Children buy gifts, greetings and flowers for their parents. If one wants to be trendy, they can go for personalized gifts or craft the gift with their own hands. Parenting requires a lot of focus, commitment and investment of time. Parents' Day promotes parenting. In 2016, Parents' day is on July 24.

Do the following

1. Set Page Size to A5 with Margins Top ; 1", Bottom 1", Left 1.25" and Right: 0.7" and Orientation : Landscape 3
2. Insert current date and time at the beginning of document and align it to right side of document 2
3. Apply Bold, Italic and underline for "Parents' day is on July, 24" and increase font size by 2 pts 2
4. Insert any Image from clipart between 2 paragraphs and apply wrap : **Through text** 2
5. Create a 2 column text leaving heading and add line between each column and apply dropcap for 1st paragraph text for 3 lines 3
6. Apply Callout shapes and add text "Happy Parents' Day !" 1
7. Add Header: "Parents' Day" Footer: "Appa and Amma we love you" 2

Q. No. 2.

25

Prepare the following Table in Excel**SMITHU COMPUTER SALES & SERVICES**

Davangere

SALES BILL

Date :

Bill No. 456/16

Sl. No.	Description	Qty	Unit Price	Amount
1.	Cabinet	8	1250	
2.	CPU	10	5600	
3.	LED 22" Monitor	4	6700	
4.	Hard disk 1 TB	5	8550	
5.	SMPS	3	900	
6.	RAM DDR3	6	1950	
7.	Graphics Card	5	1220	
8.	DVD Drive	8	1750	
9.	Pen Drive	4	1250	
10.	Laser Printer	2	5500	
			Total	
			Sales tax 5%	
			Discount 10%	
			Grand total	

1. Enter the details as shown above 12
2. Merge the cells of Bill No and Right align the Bill No. 2
3. Insert Current Date and time using Function 1
4. Calculate the amount for each item 2
5. Calculate Total, Sales Tax, Discount & Grand Total 4
6. Adjust the row height to 32 and display Amount using Thousand Separator & with Decimal places 2
7. Format the Table with borders and do the necessary alignment. 2

[Turn over

Q. No. 3.

25

Design an attractive presentation using the following data :**Slide 1 :****FATHER'S DAY**

Father's Day is celebrated worldwide to recognize the contribution that fathers do.

This day celebrates fatherhood and male parenting.

It is celebrated on a variety of dates worldwide, many countries observe this day on the third Sunday in June.

Slide 2 :**Celebration**

It has been celebrated on March 19 (St. Joseph's Day) since the Middle Ages.

This celebration was brought by the Spanish and Portuguese to Latin America.

Slide 3 :

The Americas have adopted the U.S date, which is the third Sunday of June.

In the United States, Father's Day has been celebrated since the early 20th century.

Slide 4 :

A customary day for the celebration of fatherhood in Catholic Europe is known to date back to at least the Middle Ages.

Apply Custom Animation, Slide Transition and attractive design

Q. No. 4.

25

Create Company by name Prem

5

Create the necessary ledgers and journalize the following transactions in the books of Mr. Prem

- | | |
|--|---|
| 1. Prem commenced business with cash Rs. 5,00,000 | 2 |
| 2. Paid into Bank Rs. 1,00,000 | 2 |
| 3. Received commission Rs. 75,000 | 2 |
| 4. Purchased Building from Sankeerthi Rs. 7,00,000 | 2 |
| 5. Purchased goods from Yashwanth Rs. 15,000 on credit | 2 |
| 6. Depreciation on Building at 8% | 2 |
| 7. Paid Petrol Expense to Gowtham, Accounts Department, Hyderabad Branch | 4 |
| 8. Withdrew cash from Bank Rs. 25,000 for petty cash | 2 |
| 9. Goods returned to Yashwanth Rs. 10,000 | 2 |
