

ಸಂಖ್ಯೆ :

ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರೀಕ್ಷಾ ಮಂಡಳಿ

2015ರ ಡಿಸೆಂಬರ್ / 2016ರ ಜನವರಿ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು

A

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 X**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್

ಲಿಖಿತ ಪರೀಕ್ಷೆ
ಪ್ರಶ್ನೋತ್ತರ ಪತ್ರಿಕೆ

ದಿನಾಂಕ : 28. 12. 2015]

[ಪರಮಾವಧಿ ಅಂಕಗಳು : 100

ಸಮಯ : ಬೆಳಿಗ್ಗೆ 10-30 ರಿಂದ 11-30 ರವರೆಗೆ]

ನೋಂದಣಿ ಸಂಖ್ಯೆ :

ಪರೀಕ್ಷೆಯ ಕೊಠಡಿಯ ಮೇಲ್ವಿಚಾರಕರ ರುಜು ಮತ್ತು ದಿನಾಂಕ

ಅಭ್ಯರ್ಥಿಗಳಿಗೆ ಸೂಚನೆ :

1. ಉತ್ತರ ಬರೆಯಲು ಪ್ರಾರಂಭಿಸುವ ಮುಂಚೆ ನೋಂದಣಿ ಸಂಖ್ಯೆ ಮತ್ತು ವಿವರಗಳನ್ನು ಮುಖಪುಟದ ಮೇಲೆ ಅವುಗಳಿಗೋಸ್ಕರ ಇರುವ ಸ್ಥಳದಲ್ಲಿ ಬರೆಯಿರಿ. ಅಂಕಗಳನ್ನು ಬರೆಯುವುದಕ್ಕೆ ಬಿಟ್ಟಿರುವ ಸ್ಥಳದಲ್ಲಿ ಏನನ್ನೂ ಬರೆಯಬಾರದು.
2. ಉತ್ತರ ಪತ್ರಿಕೆಯ ಯಾವುದೇ ಭಾಗದಲ್ಲಿ ನಿಮ್ಮ ಹೆಸರನ್ನು ಬರೆಯಬಾರದು. ಹಾಗೆ ಬರೆದಲ್ಲಿ ಪರೀಕ್ಷೆಯಿಂದ ಡಿಬಾರ್ ಮಾಡಲಾಗುವುದು.
3. ನೀವು ಉತ್ತರಿಸುವ ಉತ್ತರ ಪತ್ರಿಕೆಯ ಸಂಕೇತ (ಎ, ಬಿ, ಸಿ, ಡಿ) ವನ್ನು ಪರಿಶೀಲಿಸಿಕೊಳ್ಳುವುದು.
4. ಉತ್ತರ ಪತ್ರಿಕೆಯೊಂದಿಗೆ ಯಾವುದೇ ಇತರೆ ಕಾಗದಗಳನ್ನು ಲಗತ್ತಿಸಬಾರದು.
5. ಹೆಚ್ಚಿನ ವಿವರಗಳಿಗೆ ನಿಮ್ಮ ಪ್ರವೇಶ ಪತ್ರದಲ್ಲಿ ಮುದ್ರಿತವಾಗಿರುವ ಸೂಚನೆಗಳನ್ನು ಓದಿ.

	ಪ್ರಶ್ನೆಯ ಸಂಖ್ಯೆ	ಅಂಕಗಳು
	I	
	II	
	III	
	IV	
(ಒಟ್ಟು ಅಂಕಗಳು ಅಕ್ಷರಗಳಲ್ಲಿ)	V	
	ಒಟ್ಟು	

ಪರೀಕ್ಷಕರ ರುಜು

ಸಂಕೇತ :

[Turn over

Computer Examinations, December-2015 / January-2016
Office Automation
(Theory)

Time : 1 hour]

[Max. Marks : 100

- Instructions :** i) Write your Register Number properly.
ii) Do not tag extra sheet with this Booklet.
iii) Use **Blue / Black** ball point pen only.

I. Choose the correct answer :

20 × 1 = 20

1. is not an input device.
(A) Joystick (B) Mouse
(C) Light pen (D) Monitor
2. To create file in MS-DOS command is used.
(A) copy (B) copy con
(C) md (D) cd
3. The overall working area in Windows is called
(A) taskbar (B) desktop
(C) screen (D) none of these
4. menu is used to change font setting.
(A) Edit (B) File
(C) Format (D) Table
5. The default colour of hyperlink is
(A) blue (B) purple
(C) violet (D) green
6. Auto shape will be found in toolbar.
(A) Formatting (B) Drawing
(C) Text (D) Standard
7. To select one word in MS word is used.
(A) double click the word (B) triple click the word
(C) single click the word (D) shift + click
8. The address cell of third row and fifth column is
(A) D5 (B) A5
(C) E3 (D) C3
9. The symbol for Autosum is
(A) Σ (B) =
(C) ϕ (D) \$

10. Protect sheet comes under menu.
(A) view (B) insert
(C) tools (D) format
11. The values and functions are found in
(A) menu bar (B) formula bar
(C) name box (D) title bar
12. PowerPoint is a software.
(A) presentation (B) accounting
(C) database (D) spreadsheet
13. Custom Animation comes under menu.
(A) tools (B) insert
(C) slide show (D) view
14. The shortcut key for new slide is
(A) Ctrl + M (B) Ctrl + N
(C) Alt + M (D) Shift + M
15. The key used to go to next slide in a presentation is
(A) Ctrl + PageDown (B) Shift + PageDown
(C) Alt + PageDown (D) PageDown
16. Shortcut key to Gateway of Tally is
(A) F3 (B) F1
(C) F2 (D) none of these
17. Alt + D is the shortcut key to
(A) delete a ledger (B) alter a ledger
(C) create a ledger (D) none of these
18. The default Godown is
(A) primary location (B) main location
(C) major location (D) on site
19. The voucher used for cash transfer is voucher.
(A) contra (B) journal
(C) payment (D) sales
20. enables us to manipulate data in our database.
(A) Report (B) Query
(C) Form (D) Table

II. Fill in the blanks :

20 × 2 = 40

1. Computer languages are classified into and languages.
2. The two wild characters are and
3. The two types of calculators are and
4. The F7 is the shortcut key for and shift + F7 is the shortcut key for in MS Word.
5. To give page colour for a document, we have to select menu and option.
6. The file created in MS Word is called as and the extension for MS Word file is
7. is the shortcut key for Print and is the shortcut key for Macro.
8. To apply password for a particular worksheet, menu and option are used.
9. In the address cell 'G15', 'G' indicates and '15' indicates

10. In Excel are identified by alphabets and are identified by numbers.
11. In Excel chart is found in menu. is referred to as the value axis.
12. The default slide is and the shortcut key to slide show is
13. Rehearse timing comes under menu and slide shorter comes under menu.
14. The extension of PowerPoint is and the extension of PowerPoint template is
15. The two branches of accounting are accounting and accounting.
16. According to the rule of real accounting credit is and debit is
17. The voucher used for non-cash adjustments is voucher and the shortcut key for that voucher is
18. query is used to copy records from one table to another table. The extension for Access file is
19. Input device sends and to the CPU.
20. and are the built-in text editing tools in Windows.

III. Write whether the statements are “True” or “False”. Do not write ‘T’ or ‘✓’, for True and ‘F’ or ‘X’ for False : 10 × 1 = 10

1. The keys from F1 to F12 are called as function keys.
2. Windows is multi-user system.
3. Auto-summary cannot summarize the document.
4. The Red wavy underlines indicate the grammar mistake in a document.
5. The number of open brackets should be equal to the number of closed brackets.
6. The extension for MS Excel template is .XLS
7. Cost centre is used to analyse ledger figures.
8. We cannot see the slides in different views.
9. Salary is direct expense.
10. Report is used to publish the data in the database.

IV. Match the following. Match ‘A’ with ‘B’ and write the answers (alphabets) in the box provided : 5 × 1 = 5

A	B	Answers
1. File	(A) Rulers	<input style="width: 40px; height: 25px;" type="text"/>
2. View	(B) Append	<input style="width: 40px; height: 25px;" type="text"/>
3. Norton	(C) Page setup	<input style="width: 40px; height: 25px;" type="text"/>
4. Trojan	(D) Antivirus	<input style="width: 40px; height: 25px;" type="text"/>
5. Query	(E) Virus	<input style="width: 40px; height: 25px;" type="text"/>

V. Fill in the appropriate words for the following :

5 × 5 = 25

1. When we opt for mailmerge option, the types of documents displayed at the right side of the taskpane are :

- a)
- b)
- c)
- d)
- e)

2. In Excel 2003, the column option in the format menu contains

- a)
- b)
- c)
- d)
- e)

3. Apart from 'Quit' the account info menu contains sub-menus like

- a)
- b)
- c)
- d)
- e)

4. The advantages of computers other than 'diligence' are

a)

b)

c)

d)

e)

5. The options found in display properties of Windows are

a)

b)

c)

d)

e)

