

ಸಂಖ್ಯೆ :

## ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರೀಕ್ಷಾ ಮಂಡಳಿ

2015ರ ಡಿಸೆಂಬರ್ / 2016ರ ಜನವರಿ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು

**B**

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. The key used to go to next slide in a presentation is  
(A) Ctrl + PageDown (B) Shift + PageDown  
(C) Alt + PageDown (D) PageDown
2. Shortcut key to Gateway of Tally is  
(A) F3 (B) F1  
(C) F2 (D) none of these
3. Alt + D is the shortcut key to  
(A) delete a ledger (B) alter a ledger  
(C) create a ledger (D) none of these
4. The default Godown is  
(A) primary location (B) main location  
(C) major location (D) on site
5. The voucher used for cash transfer is ..... voucher.  
(A) contra (B) journal  
(C) payment (D) sales
6. .... enables us to manipulate data in our database.  
(A) Report (B) Query  
(C) Form (D) Table
7. The shortcut key for new slide is  
(A) Ctrl + M (B) Ctrl + N  
(C) Alt + M (D) Shift + M
8. Custom Animation comes under ..... menu.  
(A) tools (B) insert  
(C) slide show (D) view
9. PowerPoint is a ..... software.  
(A) presentation (B) accounting  
(C) database (D) spreadsheet

10. The values and functions are found in  
(A) menu bar (B) formula bar  
(C) name box (D) title bar
11. Protect sheet comes under ..... menu.  
(A) view (B) insert  
(C) tools (D) format
12. The symbol for Autosum is  
(A)  $\Sigma$  (B) =  
(C)  $\phi$  (D) \$
13. The address cell of third row and fifth column is  
(A) D5 (B) A5  
(C) E3 (D) C3
14. 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
15. .... is not an input device.  
(A) Joystick (B) Mouse  
(C) Light pen (D) Monitor
16. To create file in MS-DOS ..... command is used.  
(A) copy (B) copy con  
(C) md (D) cd
17. The overall working area in Windows is called  
(A) taskbar (B) desktop  
(C) screen (D) none of these
18. .... menu is used to change font setting.  
(A) Edit (B) File  
(C) Format (D) Table
19. The default colour of hyperlink is  
(A) blue (B) purple  
(C) violet (D) green
20. Auto shape will be found in ..... toolbar.  
(A) Formatting (B) Drawing  
(C) Text (D) Standard

II. Fill in the blanks :

20 × 2 = 40

1. To apply password for a particular worksheet, ..... menu and ..... option are used.
2. .... is the shortcut key for Print and ..... is the shortcut key for Macro.
3. The file created in MS Word is called as ..... and the extension for MS Word file is .....
4. To give page colour for a document, we have to select ..... menu and ..... option.
5. In the address cell 'G15', 'G' indicates ..... and '15' indicates .....
6. In Excel ..... are identified by alphabets and ..... are identified by numbers.
7. In Excel chart is found in ..... menu. .... is referred to as the value axis.
8. The default slide is ..... and the shortcut key to slide show is .....
9. Rehearse timing comes under ..... menu and slide shorter comes under ..... menu.
10. The extension of PowerPoint is ..... and the extension of PowerPoint template is .....

11. .... and .... are the built-in text editing tools in Windows.
12. Input device sends ..... and ..... to the CPU.
13. .... query is used to copy records from one table to another table. The extension for Access file is .....
14. Computer languages are classified into ..... and ..... languages.
15. The two wild characters are ..... and .....
16. The two types of calculators are ..... and .....
17. The F7 is the shortcut key for ..... and shift + F7 is the shortcut key for ..... in MS Word.
18. The two branches of accounting are ..... accounting and ..... accounting.
19. According to the rule of real accounting credit is ..... and debit is .....
20. The voucher used for non-cash adjustments is ..... voucher and the shortcut key for that voucher is .....

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

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

<b>A</b>	<b>B</b>	<b>Answers</b>
1. File	(A) Rulers	<input type="checkbox"/>
2. Trojan	(B) Page setup	<input type="checkbox"/>
3. Query	(C) Antivirus	<input type="checkbox"/>
4. View	(D) Virus	<input type="checkbox"/>
5. Norton	(E) Append	<input type="checkbox"/>

V. Fill in the appropriate words for the following :

5 × 5 = 25

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

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

2. The options found in display properties of Windows are

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

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

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

[ Turn over

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

a) .....

b) .....

c) .....

d) .....

e) .....

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

a) .....

b) .....

c) .....

d) .....

e) .....

