

ಸಂಖ್ಯೆ :

ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರೀಕ್ಷಾ ಮಂಡಳಿ

2015ರ ಡಿಸೆಂಬರ್ / 2016ರ ಜನವರಿ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು

ತಂಡ : **A**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್

ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ

ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

ದಿನಾಂಕ : 29. 12. 2015]

[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-2015 / January-2016

**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 :

Type the following Business letter in 1.5 line spacing with Times New Roman Font (Font size 12) and do the alignments as stated below. 25

SUSHMITHA ELECTRONICS ZONE

Sushma Complex,
Vijayanagar,
Bangalore,

No. SEZ/120/12

1st February 2012.

To

Dear Sir/ Madam

Subject : Supply of Electronic items.

We have great pleasure to inform you that we are having a clearance sale of our products, as it is crucial for us to dispose some of our stocks as early as possible. We are sending herewith a copy of our latest brochure as well as few posters, which we think you will like to have. The new booklet explains the special items completely. In order to enable you to make a selection, we are also sending few samples of the different items through our representative in the first week of the next month.

We hope you will take benefit of this special offer and favour us with your precious order that will receive our prompt attention. Our contact details are given in the new booklet.

With kind regards,

Yours faithfully,

For SUSHMITHA ELECTRONICS ZONE

SOWMYA,
Marketing Manager.

1. Type the letter as given 15
2. Select Heading: Centre Align, Bold, Colour: Magenta, Font: Arial, Size 16 1
3. Right align **From** address and **Date** line properly 2
4. Align the complimentary closing properly
(Yours faithfully Marketing Manager) 1
5. Correct all spelling errors & set suitable page setup for the letter 1
6. Mail merge the letter for the following address
The Manager, Pragna Electronics, New Extension, Tiptur
The Proprietor, Jyothi Electronics Company, Opp. Ganesha Theatre, Tiptur
The Manager, Talanki Mahodyama, B. H. Road, Arsikere. 5
7. Select field names as [First Name, Company Name, Address line 1, City]
(Rename field name First Name as Designation)

Q. No. 2

Prepare the following Table :

25

Sree Mahaveer Jain College

March 2015 Result Sheet

Sl No.	Reg No.	Name	Physics	Chemistry	Maths	Biology	English	Kannada	Total	Average	Result	Grade
1	101											
2	102											

1. Enter Sl nos. 1 to 5 and Reg Nos. 101 to 105
2. Enter the names of the students (as desired by you)
3. Enter the marks scored for 100 in each subject and for each student.

15

4. Find the total, Average, Result and Grade using Formula. 6
5. Prepare Column chart and place it in a separate sheet. 2
6. Center the heading to the table, apply borders and format your table.

2

[Turn over

Q. No. 3

Design an attractive presentation using the following data : 25

- Slide 1 : INDIAN ARTS & SCIENCE COLLEGE
Navilooru, Chamarajanagar.
Disciplines :
ARTS-GEBA, HEBA, CEBA, HEPS
SCIENCE-PCMB
- Slide 2 : Launching 2 New Disciplines for Science Students
- PCMC
 - PCME
- Slide 3 : Quality training from Experienced Professors
With free CET Coaching along with Course Materials
- Slide 4 : The Courses are approved by the Government of Karnataka
Examinations and Certificates by PUC Board.
- Apply custom animation, slide transition, and attractive design.

Q. No. 4

Create Company by name Vineeth. 5**Create the necessary ledgers and journalize the following transactions****In the book of Mr. Vineeth :** 20

1. Vineeth commenced business with cash Rs. 1,25,000
 2. Received interest Rs. 6,000
 3. Paid Paper bill Rs. 700
 4. Deposited into Vysya Bank Rs. 10,000
 5. Purchased Machinery Rs. 48,000
 6. Sold goods to Surjith on credit Rs. 8,000
 7. Depreciation on Machinery at 6%
 8. Paid tax Rs. 3,000
 9. Bought goods from Bindhu Electronics Rs. 30,000
 10. Withdrew cash for personal use Rs. 4,000.
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