

ಸಂಖ್ಯೆ :

ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರೀಕ್ಷಾ ಮಂಡಳಿ

2015ರ ಡಿಸೆಂಬರ್ / 2016ರ ಜನವರಿ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು

ತಂಡ : **B**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್

ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ

ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

ದಿನಾಂಕ : 29. 12. 2015]

[ಪರಮಾವಧಿ ಅಂಕಗಳು : 100

ಸಮಯ : ಮಧ್ಯಾಹ್ನ 1-00 ರಿಂದ 3-00 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

SOWMYA BOOK TRADING CORPORATION

Hosur Road
Bangalore,

No. SBTC/52/13

25th February, 2013

Dear Sir/Madam

Subject : Supply and Stationery materials

You are aware that we have been supplying stationery articles for the past 10 years. We have a big godown near Electronic city and is equipped with all materials which is required by you. In addition we are joining with branded stationary manufactures. This allows us to give special discount on all stationery materials.

As you know that our products are made with high quality materials and liked by one and all.

Our representative will visit you early in the month of February and he will discuss regarding the products available to you. During his visit please order your requirements by filling the order form. The goods will be delivered at your doorstep by our own vans.

Thanking you and assuring you of our best service at all times.

Yours faithfully,

For SOWMYA BOOK TRADING CORPORATION

Proprietor.

1. Type the letter as given 15
2. Select Heading: Centre align, Bold, Colour: Purple, Font: Arial, Size 16 1
3. Right align **From** address & **Date** line properly 2
4. Align the complimentary closing properly (yours faithfully.....Proprietor) 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, Arjun Paper Dealers, Chandra Layout, Bangalore
The Proprietor, Sinchana Associates, Prashant Nagar, Bangalore
The Principal, Chandrika College of Education, Tech Park, Bangalore
7. Select field names as [First Name, Company Name, Address line 1, City] 5
(Rename field name First Name as Designation)

Q. No. 2

Prepare the following Table

25

St. Joseph College

May 2014 Result Sheet

Sl No.	Reg No.	Name	English	Hindi	Physics	Chemistry	Maths	Electronics	Total	Average	Result	Grade
1	501											
2	502											
3	503											
4	504											
5	505											
6	506											

1. Enter Sl No. and Reg No. as shown above
2. Enter the names of the students (as desired by you)
3. Enter the marks scored for 100 in each subject for each student. 15
4. Find the total, Average, Result and Grade using Formula. 6
5. Prepare a 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 : APOORVA EDUCATION INSTITUTE

Rajeshwari Nagar, Bangalore

Recognized by the Government of Karnataka

Slide 2 : Launches Advanced computer courses along with
Basic and Intermediate Courses

- Advanced Excel with VBA
- Data warehousing
- SAP

Slide 3 : Quality training from Excellent Professionals
Along with free Course MaterialsSlide 4 : The Courses, Examinations and Certificates by KEID, Bangalore
Apply custom animation, slide transition, and attractive design.

Q. No. 4

Create Company by name Vimal 5**Create the necessary ledgers and journalize the following transactions
in the book of Mr. Vimal** 20

1. Vimal commenced business with cash Rs. 75,000
2. Sold goods to Sonu on credit Rs. 5,000
3. Deposited into Vijaya Bank Rs. 10,000
4. Purchased Motor Vehicle Rs. 40,000
5. Bought goods from Sham Electronics Rs. 25,000
6. Paid tax Rs. 2,500
7. Received interest Rs. 5,700
8. Paid Paper bill Rs. 450
9. Withdrew cash for personal use Rs. 2,000
10. Depreciation on Motor Vehicle at 8%.
