

ಸಂಖ್ಯೆ :

**ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರೀಕ್ಷಾ ಮಂಡಳಿ**

**2015ರ ಡಿಸೆಂಬರ್ / 2016ರ ಜನವರಿ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು**

ತಂಡ : **C**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

**ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್**

**ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ**

**ಪ್ರಶ್ನೆಪತ್ರಿಕೆ**

ದಿನಾಂಕ : 29. 12. 2015 ]

[ ಪರಮಾವಧಿ ಅಂಕಗಳು : 100

ಸಮಯ : ಮಧ್ಯಾಹ್ನ 3-30 ರಿಂದ ಸಂಜೆ 5-30 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

Mob : 8763241968

**RUCHY DAIRY LIMITED**

No. 26, Kolar Road  
Hoskote  
12th August 2014

No. RDL/25

To

Dear Sir/Madam,

Sub : Supply of "Ruchy Ghee"

Who doesn't want cleaned products specially in diary products ? We are providing a healthy and clean dairy products at an obvious price. We have more than 20 years of experience in this field. In our new plant we are set up machinery to manufacture Ghee products and it is named as "Ruchy Ghee".

The plant is in charge of our Manager Mr. Manjunath, who had special training in dairy farm. Our products are delivered at your door step by our own vans on cash and carry basis every day morning. Our milk is second to none in quality, so creamy, delicious and rich in vitamins. All our products are tested and certified by Government Laboratory.

Please register your requirements without any delay by giving us a ring.

Yours faithfully,  
For RUCHY DAIRY LIMITED

Sales Manager

1. Type the letter as given 15
2. Select Heading: Centre Align, Bold, Colour: Blue, Font : Courier, Size 16 1
3. Right align **From** address and **Date** line properly 2
4. Right align the complimentary closing properly  
( Yours faithfully ..... Sales 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, Rajesh Milk Dairy, Chennai Road, Hoskote  
The Proprietor, Vishwa Hospital, Near Temple, Hoskote  
The Manager, Vybhav Lodge, Near Bus Stand, Hoskote 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 in Excel :**

25

**First Grade College**

**Hassan**

**Result Sheet — May 2015**

Sl No.	Reg No.	Name	English	Kannada	Accounts	Business	Economics	Geography	Total	Average	Result	Grade
1	101											
2	102											

Enter the required details in the table :

1. Enter Sl. Nos. 1 to 6 and Reg Nos. 101 to 106
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 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 : PAVNI FIRST GRADE COLLEGE  
Rajajinagar, Bangalore  
( Affiliated to Bangalore University )

Slide 2 : 2 Days workshop on  
"How to Develop your Typing Speed"  
Using Typewriter & Computers.

Slide 3 : Excellent Training from Skilled Professionals  
with free Course Materials

Slide 4 : Attendance is Compulsory & Students are advised to  
make the best use of the Workshop.

Apply custom animation, slide transition and attractive design.

Q. No. 4.

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

1. Prajan commenced business with cash Rs. 60,000
  2. Rent received Rs. 5,000
  3. Bought Office furniture from Ashwath Rs. 10,000 on credit
  4. Deposited into Vysya Bank Rs. 5,000
  5. Withdrew cash for personal use Rs. 6,000
  6. Sold furniture for cash Rs. 8,000
  7. Cash withdrawn from Vysya Bank Rs. 3,000 for petty cash
  8. Paid for advertisement Rs. 4,000
  9. Insurance payable Rs. 6,000
  10. Bought goods from Praveen for cash Rs. 10,000.
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