

ಸಂಖ್ಯೆ :

ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರೀಕ್ಷಾ ಮಂಡಳಿ

2015ರ ಡಿಸೆಂಬರ್ / 2016ರ ಜನವರಿ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು

ತಂಡ : **D**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್

ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ

ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

ದಿನಾಂಕ : 30. 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

SAMRUDH BANK LIMITED

Tumkur Branch
SIT Road,
Tumkur

No. SBL/1/50

6th November 2013.

To

Dear Sir,

Subject : Regarding our new branch

With reference to the above, I wish to state that at present our branch is at the outskirts of the city, the public opinioned that it is well thinking that to open a new branch in the heart of the City.

So, we are proposed to open a new branch near the college to attract more customers. Many multinational Companies are interested to have their offices near this location. Students, Educationists, industrialists are requested to make use of this branch.

The bank gives many offers like business loans, car loans, building loans and also many saving schemes. Special offers for senior citizens are also available.

Looking forward for your kind co-operation in the near future also.

Yours faithfully,

For SAMRUDH BANK LIMITED,

SUDEEP.

Branch Manager

1. Type the letter as given 15
2. Select Heading: Centre Align, Bold, Colour: Blue, Font: Elephant, Size 16 1
3. Right align **From** address and **date** line properly 2
4. Align the complimentary closing properly
(Yours faithfully Branch 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 Senior Manager, Samrudh Bank Limited, Head Office, Bangalore
The Manager, Samrudh Bank Limited, Regional Office, Tumkur.
The Manager, Samrudh Bank Limited, Corporate Office, Tiptur. 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

SWAPNA ICE CREAM

Sales turnover of different flavours of ice cream in various Divisions of Karnataka During last summer

(in rupees)

Sl No	Division/District	Types of flavours				
		Butter scotch	Vanilla	Mango	Chocolate	Pista
I		Gulbarga Division				
1.	Raichur	48200	45320	43230	42650	40450
2.	Bellary	34410	34520	45900	44980	35520
3.	Bidar	45500	30220	26360	33400	41660
4.	Gulbarga	26435	31840	36520	31440	20050
II		Belgaum Division				
1.	Belgaum	40500	26520	32620	21840	34400
2.	Dharwad	32050	36410	25850	34780	36650
3.	Bijapur	38050	23240	26350	22600	25450
4.	Uttara Kannada	24740	41250	34090	33360	30560

1. Enter the data as shown above. 15
2. Add a column by name Total and find the total sales in each district. 2
3. Insert a row before Belgaum Division and find the total sales of each flavour in Gulbarga Division. 3
4. Find the highest sales of Butter scotch flavour in Gulbarga District. 1
5. Increase the row height to 35. 1
6. Find the least sales of Vanilla flavour in Belgaum Division. 1
7. Apply borders and format your data. 2

[Turn over

Q. No. 3.

Design an attractive presentation using the following data : 25

Slide 1 : SUMUKA TYPEWRITING & COMPUTER EDUCATION

Magadi, Ramanagar

Recognised by the Government of Karnataka

Slide 2 : Launching 2 New Computer courses along with
Office Automation & Graphic Designer Course

- Diploma in Financial Accounting
- Photoshop and Flash

Slide 3 : Quality training from Excellent Professionals
with free Course MaterialsSlide 4 : The Courses are approved by the Government of Karnataka
Examinations and Certificates by KSEEB
Certificates are issued by KSEEB Board for passed candidates.

Apply custom animation, slide transition, attractive design.

Q. No. 4.

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

1. Arbaz started business with Cash Rs. 90,000
2. Bought goods for cash Rs. 30,000
3. Took loan from bank Rs. 70,000
4. Sold goods to Ravi Rs. 12,000
5. Paid electricity bill Rs. 1,800 by cheque
6. Paid Interest on loan Rs. 8,000
7. Discount received Rs. 3,000
8. Income Tax Payable Rs. 3,000
9. Goods returned from Ravi Rs. 5,000
10. Withdrew cash for personal use Rs. 7,000.
