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.

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

PUNITH ELECTRONICS

(Dealers in Electronic Goods)

Industrial estate

Hubli,

No. PE/120/12   14th May 2010.

Dear Sir/Madam

Subject : Supply of Electronic goods.

We are glad to inform you that we are in ready stock of all the goods as mentioned in our catalogue. We take this opportunity to inform you that we have twenty years of experience in marketing of these products. Over the years we have earned good reputation in this industry. We have a special team of experts who are catering to the needs of all our customers. We are happy to announce that our company has satisfied our customers with quality supply and On-time delivery.

If you need any more information please feel free to write to us early, so that our representative can come to meet you and give further details on any date that is convenient to you.

With kind regards,

Yours faithfully,
For PUNITH ELECTRONICS

NAGARAJ
Sales Executive.

1.   Type the letter as given.   15
2.   Select Heading: Centre Align, Bold, Colour: Yellow, Font: Century, Size 16.   1
3.   Right align **From address** and **Date line** properly   2
4.   Align the complimentary closing properly (yours faithfully ....Sales executive)   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, Kottureshwara Electronics, Ring Road, Hubli

     The Proprietor, Veerabhadra Electronics Zone, Near Railway Station, Hubli

     The Manager, SLV Electricals & Electronics, Kirana Complex, Hubli.
7.   Select field names as [First name, Company Name, Address line 1, City)
     (Rename field name First Name as Designation)   5

Q. No. 2.

   Prepare the following Table   25
   Vishwa Builders and Constructors
   Number of persons employed during the year 2000

Sl No	Month	I Shift		II Shift		III Shift	
		Males	Females	Males	Females	Males	Females
1	January	12	6	20	12	20	15
2	February	14	8	19	13	21	13
3	March	16	7	22	15	22	14
4	April	25	9	40	22	36	19
5	May	20	8	35	20	32	18
6	June	20	9	32	22	29	16
7	July	22	12	36	25	30	22
8	August	26	10	38	32	34	25
9	September	30	29	42	40	38	29
10	October	28	15	40	35	36	24
11	November	25	15	38	30	35	20
12	December	26	17	39	32	40	35

1.   Enter the data as shown above.   15

2.   Insert a column after I shift and a column after II Shift and another column after III Shift and give the heading as Total   2

3.   Find the Total Number of Employees in I Shift, II Shift and III Shift in the columns inserted.   3

4.   Find the Total Number of Males employed and Total Number of Females in III Shift during the entire year (January to December)   2

5.   Autofit column width   1

6.   Increase the Row height to 20.   1

7.   Apply borders and format your data.   1

Q. No. 3.

Design an attractive presentation using the following data :   25

Slide 1 :   SHESHADRIPURAM INDEPENDENT PU COLLEGE

                       Vasanthpura, Gulbarga.

            Recognised by the Government of Karnataka

Slide 2 :   Organizes Fire Extinguisher Training

            On 21st August 2014 at SS Auditorium at Sheshadripuram College.

Slide 3 :   What you will learn .....

- Types of Fires
- Fire Triangle
- Types of Extinguishers
- How to use an Extinguisher
- Rules to save from fire.

Slide 4 :   Enroll Now !!! Training is Free for first 50 candidates.

Apply custom animation, slide transition, attractive design.

Q. No. 4.

Create Company by name Suman   5

Create the necessary ledgers and journalize the following transactions in the books of Mr. Suman   20

1. Suman commenced business with Cash Rs. 60,000.
2. Purchased computers from Anjee Computer World for Rs. 23,000.
3. Deposited into Axis Bank Rs. 15,000
4. Sold goods to Prabhu Rs. 13,000
5. Prepaid insurance Rs. 2,200
6. Paid salary Rs. 8,000 by cheque.
7. Discount received Rs. 4,300
8. Withdrew cash for personal use Rs. 4,550
9. Paid Postage Rs. 275
10. Goods returned from Prabhu Rs. 8,000.