

ಸಂಖ್ಯೆ :

## ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರೀಕ್ಷಾ ಮಂಡಳಿ

2015ರ ಡಿಸೆಂಬರ್ / 2016ರ ಜನವರಿ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು

ತಂಡ : **G**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್

ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ

ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

ದಿನಾಂಕ : 31. 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**

**SURAKSHA TRAVEL AGENCIES**

No. 0323/2012

No. 250, Raksha Complex,  
Rajarajeshwari Nagar,  
Bangalore,  
20th August 2012

Dear Sir/Madam,

Sub : Regarding Tour plans and Vehicles.

With reference to the above, we are pleased to introduce ourselves as one of the best Travel Agencies in the city. We have various tour packages for schools, colleges, offices. And also we will arrange vehicles for pooja programs like Ayappa and Om Shakthi devotees. Special packages like Shirdi Darshan is very popular and our travellers feel very comfortable with our hospitality.

Please depute your person with hour holiday plans to discuss the matter. Our representative will explain the packages and vehicles which suits your requirements. In case of School trips we will arrange the most experienced Drivers for the safety of the Children.

Thanking you, and awaiting your favorable reply from you.

Yours faithfully,

For SURAKSHA TRAVEL AGENCIES,

Manager

1. Type the letter as given 15
2. Select Heading: Centre Align, Bold, Colour: Red, Font : Cambria, Size 16. 1
3. Right align **From** address **Date** line properly 2
4. Align the complimentary closing properly  
(Yours faithfully ..... 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 Principal, Nehru High School, Girinagar, Bangalore  
The Director, Vindya Bank Limited, Head Office, Bangalore.  
The Manager, Indian Trading Corporation, Audugodi, Bangalore.
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 in Excel** 25

**ANR Biscuits**

**Bangalore**

Sales turnover of different flavours of biscuit in various Divisions of Karnataka  
For the month of August 2014

( in rupees )

Sl No	Division/District	Types of flavours				
		Butter	Cream	Digestive	Chocolate	Plain
I	<b>Bangalore Division</b>					
1.	North	8200	4520	4320	4650	4450
2.	South	4410	3420	4590	4980	3520
3.	East	5500	5220	2660	3400	4160
4.	West	6435	3840	3650	3440	2050
II	<b>Belgaum Division</b>					
1.	Belgaum	4500	2620	3620	2840	3400
2.	Dharwad	3050	3610	2850	3480	3650
3.	Bijapur	3050	2240	2650	2200	2450
4.	Uttara Kannada	4740	4250	3490	3360	3060

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 Bangalore Division 3
4. Find the highest sales of Butter biscuits flavour in Bangalore District. 1
5. Increase the row height to 32. 1
6. Find the least sales of Plain Biscuits 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 : APTECH COMPUTER EDUCATION

Magadi, Ramanagar

Recognised by the Government of Karnataka

Slide 2 : Launching New 1 year Computer courses for the year 2014

- Computer Teacher Training Course
- Diploma in Web Applications

Slide 3 : Quality training from Excellent Professionals with free Course Materials

Slide 4 : The Courses are approved and we offer Placement Assistance  
Examinations and Certificates by APTECH

Apply custom animation, slide transition, attractive design.

Q. No. 4.

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

1. Amit started business with cash Rs. 1,00,000
2. Bought goods for cash Rs. 22,000
3. Took loan from bank Rs. 60,000
4. Sold goods to Rashmi Rs. 28,000
5. Paid electricity bill Rs. 2,800 by cheque
6. Paid Interest on loan Rs. 9,000
7. Discount received Rs. 3,000
8. Income Tax Payable Rs. 3,000
9. Goods returned from Rashmi Rs. 4,000
10. Withdrew cash for personal use Rs. 6,500.

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