

ಸಂಖ್ಯೆ :

## ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರೀಕ್ಷಾ ಮಂಡಳಿ

2015ರ ಡಿಸೆಂಬರ್ / 2016ರ ಜನವರಿ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು

ತಂಡ : **H**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್

ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ

ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

ದಿನಾಂಕ : 31. 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 letter in 1.5 line spacing with Times New Roman Font (Font size 12) and do the alignments as stated below.** 25

Mob : 9882207728

**PROCEEDINGS OF THE GOVERNMENT OF KARNATAKA**

Subject : Travel Concession to Home town  
Order No. FD 68 SSS 81, Bangalore dated 11th June 2015

According to Para 16.1 of Government order No. FD 75 SSS 81, dated 11th June 2014, a Government servant availing travel concession to "Home Town" is allowed the railway fare of the class of accommodation to which he is entitled irrespective of the class in which he actually travels.

Government after further review of the question, are pleased to order that a government servant availing travel concession to "Home Town" shall be allowed the railway fare of class of accommodation to which he is entitled or the class of accommodation in which he actually performs the journey, whichever is less. Journey by Air-conditioned railway accommodation is not recognized for the purpose of travel concession to "Home Town" as per the orders contained in paras 1(a) and 4 of the Government Order No. FD 81SRP 79, dated 31st August 2013.

These orders will come into force with immediate effect.

The orders contained in para 16.1 of the Government order FD 68 SSS 81, dated 11th June 2015 stand modified to the above extent.

By order and in the name of the  
Governor of Karnataka

( G. K. Honnavar )  
Deputy Secretary to Government  
Finance department

To :

.....  
 .....  
 .....  
 .....

1. Type the letter as given 15
2. Select Heading: Centre Align, Bold, Colour: Red, Font : Arial, Size 16. 1
3. Right align **From** address **Date line** properly 2
4. Align the complimentary closing properly  
(By order..... Finance Department) 1
5. Correct all spelling errors & set suitable page setup for the letter 1
6. Mail merge the letter for the following address  
The Accountant General, Bangalore, Karnataka  
The Compiler, Karnataka Gazette, Bangalore  
The Heads of Department, Vidhana Soudha, Bangalore
7. Select field names as [ First Name, Address line 1, City ]  
( Rename field name First Name as Designation ) 5

Q. No. 2.

**Prepare the following Table in Excel** 25

**Government of Karnataka**

Statement showing Number of students appeared and Number Passed  
in English & Kannada Typewriting Examinations held  
in the month of May 1980

SI No	Subject/Grade	Number Appeared	Passed in		
			First Class	Second Class	Pass Class
<b>I</b>	<b>English Typewriting</b>				
1.	Proficiency	59	1	3	20
2.	Senior	6441	3560	1532	552
3.	Junior	16561	8685	1823	986
<b>II</b>	<b>Kannada Typewriting</b>				
1.	Proficiency	9	Nil	2	1
2.	Senior	6651	2625	251	65
3.	Junior	15151	5784	2388	865

1. Enter the data as shown above 15
2. Add a column by name Total Number Passed and find the total Passed in each subject. 2
3. Insert a row before Kannada Typewriting and find the total number of Students appeared for exam in English typewriting. 2
4. Merge Three cells after the Column "Number Appeared" and center the heading "Passed in". 1
5. Increase the row height to 35. 1
6. Insert a row at the end and find the total number of Students appeared for exam in Kannada Typewriting. 2
7. Apply borders and format your data. 2

[ Turn over

Q. No. 3.

**Design an attractive presentation using the following data :** 25

Slide 1 : TAMANNA JEWELLERS  
Richmond Road, Bangalore

Slide 2 : Launching 2 more stores for your convenience at

- Sheshadripuram
- Kamannahalli

Slide 3 : Free Gold Coins with Every Jewellery Purchase  
Offer valid from 12th September to 22nd September 2015  
Every jewellery piece is certified for the purity of its gold and diamonds by Tamanna

Slide 4 : Shop online at [www.tamanna.co.in](http://www.tamanna.co.in)  
For more details contact :  
Tamanna Jewellers  
Other Branches : Rajajinagar, Jayanagar, Sunkadakattey,  
Nagarabhavi, BTM Layout, KR Puram.  
080-222-11213

Q. No. 4.

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

1. Preetish started business with Cash Rs. 60,000
  2. Interest Received from Mr. Somu Rs. 5,500
  3. Prepaid Rent Rs. 12,000
  4. Purchased UPS from Mohan Rs. 18,000
  5. Deposited into Corporation Bank Rs. 28,000
  6. Sold Goods to Mr. Daniel Rs. 38,000
  7. Paid Petrol Expense to Mr. Nandha Rs. 1,800
  8. Interest received from Fiyaz Rs. 8,200
  9. Withdrew money from Corporation Bank Rs. 15,000 for Petty Cash
  10. Paid Service Charge to Umesh Rs. 1,300.
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