

ಸಂಖ್ಯೆ :

ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರೀಕ್ಷಾ ಮಂಡಳಿ

2015ರ ಡಿಸೆಂಬರ್ / 2016ರ ಜನವರಿ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು

ತಂಡ : **I**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್

ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ

ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

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

Mob : 9895207759

Professional Publishing Services

234, 3rd Arcade Road,
Chennai
October 3, 2014

Pps/11/121

To

Dear Sir/Madam

Your company has asked us to prepare a comprehensive brochure for your office by November 2014.

We have worked with electronic firms in the past, so this job should be relatively easy, my guess in that it will take nearly two months. Thomas has requested time and cost estimate. Punith in accounting will prepare a schedule or the estimated time.

Additional Personnel

Before preparing the schedule, check the following :

1. Production schedule for all staff writers.
2. Available free-lance writers.
3. Dependable graphic designers.

Ordinary, we would need to depend on outside personnel. However, since you bid for Wall Street Journal special project is still under consideration, we could be pressed at the end of this month.

Please give me time estimates by October 10, 2014. A successful job done on time will give us a good chance to obtain the contract to do Acme's Publication for their annual stockholder's meeting at the end of this year.

I know your staff can do the job.

Yours faithfully

For Professional Publishing Services

Vishwa

Senior Manager

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
(Yours faithfully Senior Manager) 1
5. Correct all spelling errors & set suitable page setup for the letter 1
6. Mail merge the letter for the following address
Senior Vice-President, Acme Electronics, Mysore
General Manager, Acme Electronics, Mysore
Accounting Manager, Acme Electronics, Mysore
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

ABI FRESHER

Statement showing the Sales of Cool Drinks from 2006-2009

Sl No	Name of Cool Drink	2006	2007	2008	2009
1.	Mirinda	1010	5150	6800	9004
2.	Fanta	2900	4700	6750	7590
3.	Pepsi	4990	9160	4850	8160
4.	Maaza	6910	5515	8832	7400
5.	7 Up	7430	8630	7820	8710
6.	Appy	6110	6070	8120	9170
7.	Bouvinto	7190	5600	8600	2812
8.	Frooty	8120	8700	5900	6608
9.	Coca-Cola	9140	4905	2810	8723
10.	Sprite	7112	3505	7300	9012

1. Enter the data as shown above 15
2. Sort the table by Cool Drink Name in ascending order 1
3. Insert a column at the end and give title as Total 1
4. Calculate the total Sales of each Cool drink from 2006-2009 2

[Turn over

5. Add row at the end and calculate the Total sales of all Drinks during the entire year 2
6. Increase the row height to 40 and adjust the width to 10 for Columns 2006-2009 2
7. Format the table with borders and with proper alignment. 2

Q. No. 3.

Design an attractive presentation using the following data : 25

Slide 1 : FURNITURE WOOD LTD
Whitefield, Bangalore

Slide 2 : Low Prices, Pay nothing for a Year
No Deposit !!! Then take 5 years interest free credit.

Slide 3 : Furniture Woods have the largest and most inspirational Furniture stores in Bangalore.
With low prices, nothing to pay for a year, and then a chance to spread the cost over 5 years interest free.

Slide 4 : HALF PRICE SAVINGS!!!
For more details contact :
FURNITURE WOODS LTD
Other Branches : Bhanashankari, Jayanagar, Kamannahalli
Nagarabhavi, BTM Layout, KR Puram.
080-222-77834

Apply custom animation, slide transition, and attractive design.

Q. No. 4.

Create Company by name Radha 5
Create the necessary ledgers and journalize the following transactions in the books of Mrs. Radha 20

1. Radha commenced Business with Cash Rs. 50,000
2. Deposited into Axis Bank Rs. 20,000
3. Bought goods for cash Rs. 15,000
4. Withdrew money Rs. 10,000 from Axis Bank for Petty Cash
5. Sold Goods to Preethi for Cash Rs. 8,900
6. Outstanding Tax Rs. 1,750
7. Received Commission from Girish Rs. 12,500
8. Purchased Plant & Machinery Rs. 30,000
9. Withdrew cash for Personal Use Rs. 6,500
10. Depreciation on Plant & machinery 10%.

