

ಸಂಖ್ಯೆ :

ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರೀಕ್ಷಾ ಮಂಡಳಿ

2015ರ ಡಿಸೆಂಬರ್ / 2016ರ ಜನವರಿ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು

ತಂಡ : **J**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್

ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ

ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

ದಿನಾಂಕ : 01. 01. 2016]

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

GOVERNMENT OF KARNATAKA

No. FD 12 TFC 88

Karnataka Government Secretariat,
Vidhana Soudha,
Bangalore, dated 3rd March 2015

NOTIFICATION

In exercise of the powers conferred by Clause (2) of Article 283 of the Constitution of India, the Governor of Karnataka is pleased to make the following rules further to amend the Karnataka Financial Code 2010 (Volume —I), namely :

1. TITLE AND COMMENCEMENT :
 - a. These rules may be called the Karnataka Financial Code (1st Amendment) Rules 1988.
 - b. They shall come into force at once.
2. Amendment to Article 234 ; In Article 234 of the Karnataka Code 1958 (Volume — I) in Note — 7, after the words "therefrom after training" the following shall be inserted, namely :
 - i) That the minimum duration of training shall be one month, and
 - ii) During the period of training the trainee shall be on training outside the headquarters.

By order and in the name of the
Governor of Karnataka

(Abdul Khadeer)
Under 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 and **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 Deputy Secretary, VidhanaSoudha, Bangalore
The Secretaries to Government, Vidhana Soudha, Bangalore
The Compiler, Karnataka Gazette, 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
Budget Estimates & Actual Expenditure for Major Heads 2000-2001 and 2001-2002
 (in Crores)

Sl. No.	Description	2000-2001		2001-2002	
		Budget Estimate	Actual Expenditure	Budget Estimate	Actual Expenditure
1.	Agriculture and related activities	214.30	211.85	250.85	249.63
2.	Rural Development	248.60	245.50	369.85	363.85
3.	Electricity	1214.78	1207.65	1275.56	1125.65
4.	Irrigation & Flood Control	659.75	520.92	856.23	657.52
5.	Industries	191.84	184.92	568.52	493.89
6.	Education	277.65	265.45	901.52	899.56
7.	Health	314.42	245.63	623.45	643.56
8.	Water Sewage	361.05	359.00	852.41	723.96
9.	Housing & Town Development	302.60	301.00	569.52	565.65
10.	Others	701.02	689.74	562.52	559.45

1. Enter the data as shown above. 15
2. Insert columns after "Actual Expenditure" (for both years i.e. 2000-2001 and 2001-2002) and give the heading as Difference. 2
3. Find the Difference of Amount (Budgeted and Actual Expenditure) for the **Difference** Column. 2
4. Insert a row at the end and find the Total Budgeted Amount & Actual Expenditure for both the years 2
5. Adjust the Width for Columns **Budget Estimate** and **Actual Expenditure** to 20. 1
6. Increase the Row height to 20. 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 : HYUNDAI Groups
Cunningham Road, Delhi

Slide 2 : Hyundai Car offers up to 25% discount on selected brands of Cars

Slide 3 : Car Model Name

- i 10
- Creta
- Santa Fe
- Eon

Slide 4 : For more details contact:
HYUNDAI GROUPS
www.hyundaigroups.com/cars
help@hyundaigroups.com
1800-111-1123

Note : Offer is available only in selected cities

Bangalore Hyderabad Chennai
For Pre-booking call : 1800-111-1123

Apply custom animation, slide transition, and attractive design.

Q. No. 4.

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

1. Praveen started business with Cash Rs. 80,000
 2. Interest Received from Mr. Chandu Rs. 6,000
 3. Deposited into SBM Bank Rs. 30,000
 4. Paid Petrol Expense to Mr. Jagan Rs. 1,500
 5. Interest received from Prakash Rs. 8,000
 6. Purchased UPS from Nagaraj Rs. 25,000
 7. Sold Goods to Mr. Pinto Rs. 41,000
 8. Withdrew money from SBM Rs. 20,000 for Petty Cash
 9. Paid Service Charge to Mr. Arul Rs. 1,800
 10. Prepaid Rent Rs. 15,000.
-
-