

ಸಂಖ್ಯೆ :

ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರಿಷತ್ ಮಂಡಳಿ
2018ರ ಜನವರಿ / ಫೆಬ್ರವರಿ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು

A

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 X**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್
ಲಿಖಿತ ಪರೀಕ್ಷೆ
ಪ್ರಶೋತ್ತರ ಪತ್ರಿಕೆ

ದಿನಾಂಕ : 31. 01. 2018]

[ಗರಿಷ್ಠ ಅಂಕಗಳು : 100

ಸಮಯ : ಬೆಳಿಗ್ಗೆ 10-30 ರಿಂದ ಮಧ್ಯಾಹ್ನ-11-30 ರವರೆಗೆ]

ನೋಂದಣಿ ಸಂಖ್ಯೆ :

ಪರೀಕ್ಷೆಯ ಕೊಠಡಿಯ ಮೇಲ್ವಿಚಾರಕರ ರುಜು ಮತ್ತು ದಿನಾಂಕ

ಅಭ್ಯರ್ಥಿಗಳಿಗೆ ಸೂಚನೆ :

1. ಉತ್ತರ ಬರೆಯಲು ಪ್ರಾರಂಭಿಸುವ ಮುಂಚೆ ನೋಂದಣಿ ಸಂಖ್ಯೆ ಮತ್ತು ವಿವರಗಳನ್ನು-
ಮುಖಪುಟದ ಮೇಲೆ ಅವುಗಳಿಗೋಸ್ಕರ ಇರುವ ಸ್ಥಳದಲ್ಲಿ ಬರೆಯಿರಿ. ಅಂಕಗಳನ್ನು-ಬರೆಯುವುದಕ್ಕೆ
ಬಿಟ್ಟಿರುವ ಸ್ಥಳದಲ್ಲಿ ಏನೂ-ಬರೆಯಬಾರದು.
2. ಉತ್ತರ ಪತ್ರಿಕೆಯ ಯಾವುದೇ ಭಾಗದಲ್ಲಿ ನಿಮ್ಮ ಹೆಸರನ್ನು-ಬರೆಯಬಾರದು. ಹಾಗೆ ಬರೆದಲ್ಲಿ
ಪರೀಕ್ಷೆಯಿಂದ ಡಿಬಾರ್ ಮಾಡಲಾಗುವುದು.
3. ನೀವು ಉತ್ತರಿಸುವ ಉತ್ತರ ಪತ್ರಿಕೆಯ ಸಂಕೇತ (ಎ, ಬಿ, ಸಿ, ಡಿ) ವನ್ನು-ಪರಿಶೀಲಿಸಿಕೊಳ್ಳುವುದು.
4. ಉತ್ತರ ಪತ್ರಿಕೆಯೊಂದಿಗೆ ಯಾವುದೇ ಇತರೆ ಕಾಗದಗಳನ್ನು-ಲಗತ್ತಿಸಬಾರದು.
5. ಹೆಚ್ಚಿನ ವಿವರಗಳಿಗೆ ನಿಮ್ಮ ಪ್ರವೇಶ ಪತ್ರದಲ್ಲಿ ಮುದ್ರಿತವಾಗಿರು ಸೂಚನೆಗಳನ್ನು-ಓದಿ.

| | ಪ್ರಶ್ನೆ ಸಂಖ್ಯೆ | ಅಂಕಗಳು |
|----------------------------|----------------|--------|
| (ಒಟ್ಟು ಅಂಕಗಳು ಅಕ್ಷರಗಳಲ್ಲಿ) | I | |
| | II | |
| | III | |
| | IV | |
| | V | |
| | ಒಟ್ಟು | |

ಪರೀಕ್ಷಕರ ರುಜು

ಸಂಕೇತ :

[Turn over

COMPUTER EXAMINATIONS – JANUARY/FEBRUARY, 2018
OFFICE AUTOMATION
(THEORY)

Time : 1 hour]

[Max. Marks : 100

- Instructions :**
- i) Write your Register Number properly.
 - ii) Do not tag extra sheet with this Booklet.
 - iii) Use **Blue / Black** ball point pen only.

I. Choose the correct answer : 20 × 1 = 20

1. is an example for communication device.
(A) Keyboard (B) Modem
(C) Printer (D) None of these
2. The graphical or pictorial representation of a file, folder or program is called
(A) Recycle bin (B) Desktop
(C) Icon (D) File
3. wildcard matches any number of characters.
(A) ? (B) *
(C) >> (D) <<
4. The name of the default template in Word 2003 is
(A) Template (B) Document
(C) Draft (D) Normal
5. displays information about active document.
(A) Status bar (B) Task bar
(C) Scroll bar (D) Ruler
6. Font size is measured in
(A) px (B) cm
(C) mm (D) pt
7. Manual page break is applied by pressing key.
(A) Enter (B) Ctrl + Enter
(C) Shift + Enter (D) None of these
8. The extension of an excel file is
(A) xls (B) xlt
(C) xts (D) exl

9. gives the address of the active cell.
(A) Sheet (B) Name box
(C) Formula bar (D) None of these
10. The address of 2nd row and 4th column is
(A) B4 (B) D2
(C) B2 (D) D4
11. There are number of columns in Excel 2003.
(A) 232 (B) 256
(C) 255 (D) 235
12. Slide sorter is a
(A) Transition (B) Page layout
(C) Font style (D) None of these
13. In powerpoint we can create presentation using ways.
(A) 3 (B) 4
(C) 5 (D) 6
14. option will help us to add timings to slide.
(A) Design Template (B) Autocontent Wizard
(C) Rehearse Timings (D) Record Narration
15. The shortcut key to view slide show is
(A) Double click (B) F2
(C) F5 (D) F10
16. Access is a/an software.
(A) Database (B) Application
(C) System (D) Both (a) & (b)
17. is a person who owes money to the business.
(A) Creditor (B) Debtor
(C) Proprietor (D) Asset
18. The statement of Assets and Liabilities is called as
(A) Trial Balance (B) Ratio analysis
(C) Balance Sheet (D) Voucher
19. voucher helps us to record sales return.
(A) Sales (B) Sales return
(C) Credit note (D) Debit note
20. Commission paid comes under account.
(A) Nominal account (B) Real account
(C) Personal account (D) Stocks in hand.

II. Fill in the blanks :

20 × 2 = 40

1. The two parts of the CPU are
and
2. The two types of printers are
and
3. The two built-in text editing softwares in Windows XP are
..... and
4. The extension of a paint file is and
the extension of an access file is
5. or
..... command is used to rename a file in
MS-DOS.
6. The two types of scrollbars are
and
7. The shortcut key for underline is and
shortcut key to align text to right is
8. bar switches between opened applications
and bar displays application name
and document name.
9. is the text that appears at the top of
every page of a document and is the
text that appears at the bottom of every page.
10. The cell is an intersection of
and
11. $A6$ is an example of addressing
mode and $A6$ is an example of

addressing mode.

12. In Excel, Formula starts with
and key is used to edit the contents
of a cell.
13. The two ways of sorting are
and
14. In powerpoint key is used to
copy the contents of a slide and
..... key is used to cut the contents
of a slide.
15. is the default view in powerpoint and
..... key is used to go to previous slide.
16. We can apply an animation scheme either from
..... view or view.
17. In Access, key is used to identify the
records uniquely and Access is a
database system.
18. The two types of transactions in tally are
and
19. The rule of Real account is Credit :
and Debit :

20. voucher is used when you sell your furniture and voucher is an adjustment voucher.

III. Write whether the statements are "True" or "False". Do not write 'T' or '✓', for True and 'F' or 'X' for False : 10 × 1 = 10

- 1. Computer can understand only 0's and 1's.
2. The shortcut key to display font dialog box is Ctrl + F.
3. Line spacing is used to adjust the space between lines and words.
4. Title master controls slides using Title Slide Layout.
5. Subscript reduces the font size and places text little above the normal line.
6. Virus and worms are examples of Malicious software.
7. The default name of worksheet is sheet.
8. In Excel, Average function determines the average of a range.
9. Forms can be created in 4 ways.
10. If expenses are more than income then the business is said to be in profit.

IV. Fill in the appropriate answers for the following : 5 × 5 = 25

- 1. i) The different types of alignment in MS-Word 2003 are :
a)
.....
..

b)

..

c)

..

d)

..

ii) By default tabs are aligned.

2. The different types of views in powerpoint are :

a)

b)

c)

d)

e)

3. Write the expansions for the following :

a) LAN

- .
b) LCD
- c) WAN
- .
d) GUI
- .
e) MAN

4. Write the account groups for the following :

- a) Wages
- b) Salary paid
- c) Capital
- d) Rent received
- e) Mobile

5. Write the functions of the following in Excel 2003 :

- a) To insert current Date & Time is
- b) To compute a monthly loan payment
- c) To insert current date
- d) To add up some range
- e) Shortcut key to insert current time is

V. Match 'A' with 'B' and write the answers (alphabets) in the box provided :

A

9

Code No. 41 X

5 × 1 = 5

Answers :

- | A | | B | |
|------------|-----|---------------------|-----------------------------|
| 1. Append | (A) | Tally | 1. <input type="checkbox"/> |
| 2. Voucher | (B) | Spread sheet | 2. <input type="checkbox"/> |
| 3. MS-Word | (C) | Access | 3. <input type="checkbox"/> |
| 4. Excel | (D) | Document | 4. <input type="checkbox"/> |
| 5. ? | (E) | Input operator | 5. <input type="checkbox"/> |
| | (F) | Wildcard character. | |

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