

ಸಂಖ್ಯೆ :

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

**D**

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 ಏನನೂ-ಬರೆಯಬಾರದು.
2. ಉತ್ತರ ಪತ್ರಿಕೆಯ ಯಾವುದೇ ಭಾಗದಲ್ಲಿ ನಿಮ್ಮ ಹೆಸರನ್ನು-ಬರೆಯಬಾರದು. ಹಾಗೆ ಬರೆದಲ್ಲಿ ಪರೀಕ್ಷೆಯಿಂದ ಡಿಬಾರ್ ಮಾಡಲಾಗುವುದು.
3. ನೀವು ಉತ್ತರಿಸುವ ಉತ್ತರ ಪತ್ರಿಕೆಯ ಸಂಕೇತ (ಎ, ಬಿ, ಸಿ, ಡಿ) ವನು-ಪರಿಶೀಲಿಸಿಕೊಳ್ಳುವುದು.
4. ಉತ್ತರ ಪತ್ರಿಕೆಯೊಂದಿಗೆ ಯಾವುದೇ ಇತರೆ ಕಾಗದಗಳನ್ನು-ಲಗತ್ತಿಸಬಾರದು.
5. ಹೆಚ್ಚಿನ ವಿವರಗಳಿಗೆ ನಿಮ್ಮ ಪ್ರವೇಶ ಪತ್ರದಲ್ಲಿ ಮುದ್ರಿತವಾಗಿರು ಸೂಚನೆಗಳನ್ನು-ಓದಿ.

	ಪ್ರಶ್ನೆಯ ಸಂಖ್ಯೆ	ಅಂಕಗಳು
(ಒಟ್ಟು ಅಂಕಗಳು ಅಕ್ಷರಗಳಲ್ಲಿ)	I	
	II	
	III	
	IV	
	V	
	ಒಟ್ಟು	

ಪರೀಕ್ಷಕರ ರುಜು

ಸಂಕೇತ :

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**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. There are ..... number of columns in Excel 2003.  
(A) 232 (B) 256  
(C) 255 (D) 235
2. .... gives the address of the active cell.  
(A) Sheet (B) Name box  
(C) Formula bar (D) None of these
3. In powerpoint we can create presentation using ..... ways.  
(A) 3 (B) 4  
(C) 5 (D) 6
4. .... is an example for communication device.  
(A) Keyboard (B) Modem  
(C) Printer (D) None of these
5. .... voucher helps us to record sales return.  
(A) Sales (B) Sales return  
(C) Credit note (D) Debit note
6. The address of 2nd row and 4th column is  
(A) B4 (B) D2  
(C) B2 (D) D4
7. .... wildcard matches any number of characters.  
(A) ? (B) \*  
(C) >> (D) <<
8. .... is a person who owes money to the business.  
(A) Creditor (B) Debtor  
(C) Proprietor (D) Asset
9. .... displays information about active document.  
(A) Status bar (B) Task bar  
(C) Scroll bar (D) Ruler

10. Manual page break is applied by pressing ..... key.
- (A) Enter (B) Ctrl + Enter
- (C) Shift + Enter (D) None of these
11. The shortcut key to view slide show is
- (A) Double click (B) F2
- (C) F5 (D) F10
12. Commission paid comes under ..... account.
- (A) Nominal account (B) Real account
- (C) Personal account (D) Stocks in hand.
13. The graphical or pictorial representation of a file, folder or program is called
- (A) Recycle bin (B) Desktop
- (C) Icon (D) File
14. Access is a/an ..... software.
- (A) Database (B) Application
- (C) System (D) Both (a) & (b)
15. The name of the default template in Word 2003 is
- (A) Template (B) Document
- (C) Draft (D) Normal
16. .... option will help us to add timings to slide.
- (A) Design Template (B) Autocontent Wizard
- (C) Rehearse Timings (D) Record Narration
17. Font size is measured in
- (A) px (B) cm
- (C) mm (D) pt
18. The statement of Assets and Liabilities is called as
- (A) Trial Balance (B) Ratio analysis
- (C) Balance Sheet (D) Voucher
19. Slide sorter is a
- (A) Transition (B) Page layout
- (C) Font style (D) None of these
20. The extension of an excel file is
- (A) xls (B) xlt
- (C) xts (D) exl

II. Fill in the blanks :

20 × 2 = 40

1. The shortcut key for underline is ..... and shortcut key to align text to right is .....
2. The rule of Real account is Credit : ..... and Debit : .....
3. The cell is an intersection of ..... and .....
4. In Access, ..... key is used to identify the records uniquely and Access is a ..... database system.
5. The two types of scrollbars are ..... and .....
6. The extension of a paint file is ..... and the extension of an access file is .....
7. The two types of transactions in tally are ..... and .....
8. .... or ..... command is used to rename a file in MS-DOS.
9. .... voucher is used when you sell your furniture and ..... voucher is an adjustment voucher.
10. .... bar switches between opened applications and ..... bar displays application name

and document name.

11. We can apply an animation scheme either from ..... view or ..... view.
12. The two parts of the CPU are ..... and .....
13. The two built-in text editing softwares in Windows XP are ..... and .....
14. The two types of printers are ..... and .....
15. .... is the default view in powerpoint and ..... key is used to go to previous slide.
16. The two ways of sorting are ..... and .....
17.  $\$A\$6$  is an example of ..... addressing mode and  $A6$  is an example of ..... addressing mode.
18. In powerpoint ..... key is used to copy the contents of a slide and ..... key is used to cut the contents of a slide.
19. .... 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.
20. In Excel, Formula starts with .....

and ..... key is used to edit the contents of a cell.

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

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

- 1. 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 .....

2. Write the expansions for the following :

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

3. Write the account groups for the following :

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

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

- a) .....
- ..

b)

.....

..

c)

.....

..

d)

.....

..

ii) By default tabs are ..... aligned.

5. The different types of views in powerpoint are :

a)

.....

.....

b)

.....

.....

c)

.....

.....

d)

.....

.....

e)

.....

.

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

5 × 1 = 5

**A**

**B**

**Answers :**

**D**

9

**Code No. 41 X**

1. Append
2. Voucher
3. MS-Word
4. Excel
5. ?

- (A) Wildcard character
  - (B) Input operator
  - (C) Access
  - (D) Tally
  - (E) Document
  - (F) Spread sheet.
- 
- 

1.
2.
3.
4.
5.

[ Turn over