

ಸಂಖ್ಯೆ :

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

ತಂಡ : **A**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

**ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್**  
**ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ**  
**ಪ್ರಶ್ನೆಪತ್ರಿಕೆ**

ದಿನಾಂಕ : 01. 02. 2018 ]

[ ಗರಿಷ್ಠ 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.

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**Computer Examinations, January/February-2018**  
**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 : 25

**Type the following Passage with Font Face: "Arial" and Font size: 14 10****SAVE THE GREEN EARTH**

Here is a story for you, God created this whole wonderful world. He made it beautiful, happy and green. There were large green fields with grass and colourful flowers. The God made birds and animals to live in the meadows and the fields, the woods and the forests. After that God created Man to take care of his beautiful creations. He made Man as the most intelligent and best of all his creations. But then, God had some doubt in his mind. He wondered if Man would really take good care of his creations. So he warned Man, "You must keep earth as green and as beautiful as I have created it. Do not commit any sin when you go to Earth. Or as a punishment the earth will lose its beauty and will turn into a vast desert."

Soon Man forgot God's warning. He started stealing, lying and committing other sins. So Earth turned into a vast desert. But when Man realized his mistake, then God forgave him. That is why there is still some greenery left on the Earth yet.

Love the earth like your mother

Keep your surroundings green, make the earth green

Save earth – Save yourself

**Do the following:**

1. Format Heading with Font Face: "Verdana", Font Size: 22, Font Colour : "Blue", Alignment: "Center". 2
2. Set a custom Page size of Width: 7", Height: 10" and Margins with Top: 1", Bottom and Right: 0.5", Left 1.5". 2
3. Capitalize the quote "Love the earth like your mother" and make it Bold. 1
4. Add Header: "Save Earth-Save Yourself" and Footer: "Page No:" 2
5. Apply Dropcap for the first paragraph letter with Font colour: "Pink". 1
6. Insert a Callout Shape after 1st paragraph and add text "Save Earth" and Wrap Text: "Through". 2
7. Apply any border for the second paragraph with width 4½ pt. and shade the same paragraph with Colour: "Light Blue". 2
8. Create a new paragraph from the Text "But then, God had some doubt..." 1
9. Justify the Paragraph and set the Line spacing: 1.5 pt. 1
10. Correct spelling and grammatical mistakes. 1

Q. No. 2:

25

**Prepare the following Table in Excel :**

**SREE VINAYAKA HIGH SCHOOL**  
**Cubbonpet, Bangalore.**

Preparatory Examination Result sheet of 10th Standard Students – January, 2016.

Sl No.	Name	Reg. No	Kannada	English	Hindi	Maths	Science	Social Studies
1.	Ashwin	201601						
2.	Sindhu	201602						
3.	Ramya	201603						
4.	Bhavana	201604						
5.	Kiran	201605						
6.	Asha	201606						
7.	Vinod	201607						
8.	Ravi	201608						
9.	Sowmya	201609						
10.	Divya	201610						

1. Enter the given details & allocate the Marks scored for 100 in each subject. 12
2. Insert 4 columns after "Social Studies" and name them as "Total", "Average", "Result", "Grade" and calculate them using formulas. 6
3. Merge & centre the heading and subheading to the table. 2
4. Set the Page Size: A4 and Orientation: Landscape. 2
5. Increase the Row height to 30. 1
6. Rename the sheet as "PREPARATORY". 1
7. Auto format your table. 1

[ Turn over

Q. No. 3

25

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

**Slide 1 :**

#### Natural Disasters

A Natural disaster is the effect of a natural hazard.

Some of the Natural Disasters are Cyclone, Flood, Tornado, Hurricane, Volcanic eruption, Earthquake, Tsunami.

**Slide 2 :**

#### Cyclones

A Cyclone is an area of closed, circular fluid motion. It has low pressure on the inside and high pressure on the outside. The centre of the storm is called the eye.

**Slide 3 :**

Cyclones turn counter-clockwise in the northern hemisphere and clockwise in the southern hemisphere.

This is because it follows the rotational movement of the earth.

**Slide 4 :**

The biggest cyclone recorded is the Bhola Cyclone. It hits the coast of today's Bangladesh in 1970 with a death toll of around 5,00,000.

**Apply Custom Animation, Slide Transition and Set the Timings for the slides :**

Q. No. 4

25

**Create a Company by name Esha.**

5

**Create the necessary Ledgers and journalize the following transactions :**

- |   |   |
|---|---|
| 1. Esha commenced business with cash Rs. 5,00,000             | 2 |
| 2. Purchased goods from Arjun Rs. 20,000 on credit            | 2 |
| 3. Deposited into Syndicate Bank Rs. 30,000                   | 2 |
| 4. Received Commission from Suresh Rs. 10,000                 | 2 |
| 5. Paid Salary to Clerk Rs. 7,000                             | 2 |
| 6. Purchased Building from Joshwa Rs. 3,00,000                | 2 |
| 7. Withdrew cash from Syndicate Bank Rs. 8,000 for petty cash | 2 |
| 8. Goods returned to Arjun Rs. 7,000                          | 2 |
| 9. Depreciation on building at 8%                             | 2 |
| 10. Sold Furniture for cash Rs. 9,500.                        | 2 |

