

ಸಂಖ್ಯೆ :

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

ತಂಡ : **B**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್
ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ
ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

ದಿನಾಂಕ : 01. 02. 2018]

[ಗರಿಷ್ಠ ಅಂಕಗಳು : 100

ಸಮಯ : ಮಧ್ಯಾಹ್ನ 1-00 ರಿಂದ 3-00 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, 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: "Calibri" and Font Size: 14. 10**FRUITS OF LABOUR**

Once a very lazy boy named Ramu lived in a small village. He spent all his time loitering around and was always busy in daydreaming. He avoided doing any work.

One day Ramu found a bag full of money. He was delighted. He knew that one had to work to earn money. But he felt lucky for getting money without any effort at all. Ramu went and bought many tasty sweets from the bakery. Then he got some new clothes. In such a way, he started to spend the money he had got.

His mother said, "Son, don't waste the money. Use it to start some business. Work hard at it and you will become rich."

But Ramu said, "I have no need to work. I have a lot of money."

Within a few months Ramu had spent all the money in the bag. Soon he had not even a morsel to eat at home. The villagers also refused to employ such a lazy boy. Then Ramu understood that free money was not worth it. Only fruits of labour can feed a man lifelong.

There is no boon in nature. All the blessings we enjoy are the fruits of labour.

Do the following:

1. Set Page size: "Letter", Margins with Top and Bottom: 1", Left and Right: 1.5" 2
2. Format Heading with Font Face: "Britannic Bold", Font Size: 24, Font Colour : "Pink", Align: "Center" 2
3. Draw a line of width: 3 pt after Heading: "Fruits of Labour" 2
4. Create a Watermark with text: "Fruits of Labour" 1
5. Create two column text leaving Heading and add a line between columns 2
6. Capitalize the last sentence "All the blessingsfruits of labour" and highlight with Colour: "Bright Green" 2
7. Apply any Art border for the Page 1
8. Justify the paragraph and do Spell check 1
9. Add Header: "Register No:" and Footer: "FRUITS OF LABOUR". 2

Q. No. 2.

25

Prepare the following Table in Excel :SHILPA SCHOOL OF COMPUTER CENTRE
RAMANAGAR

Receipts and Payments Account for the year ended 31st March 2012.

Receipts	Amount (Rs.)	Payments	Amount (Rs.)
By Opening Balance	32000	To Salary	36400
" Admission Fee	7500	" Postage and Stamps	500
" Tuition Fees	60000	" Purchase of Computers	28500
" Computer education brochures	3500	" Software Installation charges	2500
" Applications for Admission	1500	" Printing of bill books	750
" Interest on SB Account	1450	" Furniture & Fixtures	8500
		" Rent	16500
		" Electricity bill	4600
		" Internet charges	5200
Total		Total	

1. Enter the given details 12
2. Increase the Row Height: 40 and Column Width of Amount: 18 2
3. Insert one row after "Tuition Fees" and type "Sale of Books" in the "Receipts" column and "5000" in "Amount" column 2
4. Right Align "Total" and calculate the Total of the Amount column 2
5. Display the value of Amount Column with thousand separator and decimal places (Ex: 1500 as 1,500.00) 1
6. Insert Footer: "Your Register No.:" 1
7. Find the text "Stamps" and replace it with "Telegrams" 1
8. Merge and centre the Heading & Sub-Heading 1
9. Rename the Sheet as "Shilpa School" and give Sheet Tab colour "Yellow" 2
10. Protect the sheet with password 2020. 1

[Turn over

Q. No. 3.

25

Design an attractive presentation using the following data :

Slide 1 :

EARTHQUAKES

It is the result of a sudden release of energy from the earth's crust that creates seismic waves. They are measured using Seismographs.

Slide 2 :

The Valdivia earthquake is the biggest earthquake ever recorded known as great Chilean earthquake.

It hits Chile on May 22, 1960 with a magnitude of 9.5 and a death toll of around 6000.

Slide 3 :

Effects of Earthquake

The effects vary upon the magnitude and intensity. The devastation of cities and towns is one of the effects of earthquake.

Slide 4 :

Fault Scrap

A Fault scrap is the topographic expression of faulting attributed to the displacement of the land surface by movement along faults.

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

Q. No. 4.

25

Create a Company by name Vishwa.

5

Create the necessary Ledgers and journalize the following transactions:

- | | |
|---|---|
| 1. Vishwa commenced business with cash Rs. 4,00,000 | 2 |
| 2. Deposited into State Bank of Mysore Rs. 25,000 | 2 |
| 3. Interest on capital at 10% | 2 |
| 4. Received Interest from Reena Rs. 6,200 | 2 |
| 5. Fund transfer from State Bank of Mysore to Karnataka Bank Rs. 15,000 | 2 |
| 6. Bought Machinery for cash Rs. 28,000 | 2 |
| 7. Paid postage Rs. 900 | 2 |
| 8. Sold goods to Ranjeeth for credit Rs. 5,600 | 2 |
| 9. Purchased goods from Sunil for cash Rs. 8,700 | 2 |
| 10. Withdrew cash Rs. 10,000 for personal use. | 2 |
