

ಸಂಖ್ಯೆ :

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

ತಂಡ : **C**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

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

ದಿನಾಂಕ : 01. 02. 2018 ]

[ ಗರಿಷ್ಠ ಅಂಕಗಳು : 100

ಸಮಯ : ಮಧ್ಯಾಹ್ನ 3-30 ರಿಂದ ಸಂಜೆ 5-30 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, 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: "Times New Roman" and  
 Font Size: 14.**

10

**HELP YOURSELF**

Once two mice entered a dairy, as they were looking for something to eat, they slipped and fell into a large-drum with full of milk. They did not know how to swim. Soon they started drowning.

Both of them started struggling to stay afloat. One of the mice said, "Friend, I think we are going to drown. No one can help us now. I wish God would send someone to help us!"

The other mice calmly said, "Do not be afraid my friend. We must not lose heart. We must keep trying."

But a few minutes later, the first mice gave up hope. He did not try and so he drowned. The other mice saw his friend drowning in the milk and felt very sorry.

He kept moving his legs to try to keep afloat. Soon this had a churning effect and a thick layer of cream fat was formed on the milk's surface. With great effort, the mice climbed the creamy layer and jumped out to safety. The mice realized that God helps those who help themselves.

If you're searching for that one person who will change your life, take a look into the mirror.

I am the best.

**Do the following:**

1. Format Heading with Font Face: "Algerian", Font Size: 24, Font Colour: "Purple", Alignment: "Center" 2
2. Find the text "mice" and replace with "Mouse" at all occurrences 2
3. Add current (Today's) Date and Time after heading line and align it on the "Right" side 2
4. Set the Line Spacing: 2 and justify the paragraphs 1
5. Add Bullets for the paragraphs 1
6. Cut the Text "If you're searching .....into the mirror" and paste it after the Date and Time line 1
7. Insert a Word Art with Text "I am the Best" at the end of the document 1
8. Insert any Image from clipart and apply wrap: "Behind Text" 2
9. Correct the Spelling and Grammatical mistakes 1
10. Apply Page Colour: "Light Olive Green" and add a simple Page border. 2

Q. No. 2.

25

**Prepare the following Table in Excel :**

HITECH COMPUTER STORES

Udupi

INVOICE

No : 300

Date : .....

Messrs. Skyway Computer Zone

Railway Station Road,

SURATHKAL

Sl No.	Particulars	Quantity (Nos.)	Rate
1.	SMPS Hitech 450 watts	5	600
2.	LG Optical Mouse	6	300
3.	Logitech Mouse	12	180
4.	Mouse pads	30	30
5.	K7 Antivirus (single)	5	1250
6.	Samsung Key board	10	450
7.	Pen drive 16 GB	8	400
	Total		
	Discount 10%		
	Packing & Forwarding Charges		600
	Grand Total		

1. Enter the details 12
2. Insert Current Date using function 1
3. Insert a column after Rate column with heading "Amount" and calculate the amount to be paid for each item 2
4. Format the row (Sl. No.....Amount) as following :  
Font Face: Arial, Font Size: 14, Style: Bold, Align: Center 2
5. Calculate Total, Discount and Grand total 3
6. Replace the word "single" with "multiusers" 2
7. Apply borders, Centre the headings and Auto format your table. 3

[ Turn over

Q. No. 3.

25

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

**Slide 1 :**

#### CAUSES OF EARTHQUAKES

A primary cause of an earthquake is faults on the crust of the earth.

A fault is a break or fracture between two blocks of rocks in response to stress.

**Slide 2 :**

Classification of Faults

- Normal Fault
- Thrust.

**Slide 3 :**

Surface cause

Great explosions, landslides, slips on steep coasts, dashing of sea waves, railway trains, heavy trucks, some large engineering projects cause minor tremors.

**Slide 4 :**

Volcanic Quake

Volcanic eruptions caused by sudden displacements of lava within or beneath the earth crust.

Tectonic Cause

Structural disturbances resulting in the parts of the lithosphere is the main cause of this type of earthquake.

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

Q. No. 4.

25

**Create a Company by name Vijeeth.**

5

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

- |  |   |
|--|---|
| 1. Vijeeth commenced business with cash Rs. 90,000   | 2 |
| 2. Paid Medical Expense to Reshma Rs. 12,000, Accounts Department, Mysore Branch (Hint: Use Cost Category & Cost Centre) | 4 |
| 3. Bought goods from Sooraj Electricals for cash Rs. 6,000   | 2 |
| 4. Sold goods to Neelesh for cash Rs. 3,400  | 2 |
| 5. Withdrew cash from office for personal use Rs. 15,000   | 2 |
| 6. Returned goods to Sooraj Electricals Rs. 2,800  | 2 |
| 7. Prepaid Insurance Rs. 5,000   | 2 |
| 8. Paid TA to Arush Rs. 3,500  | 2 |
| 9. Deposited into Vysya Bank Rs. 30,000.   | 2 |

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