

ಸಂಖ್ಯೆ :

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

ತಂಡ : **D**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್
ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ
ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

ದಿನಾಂಕ : 02. 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.

[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: "Arial" and Font Size: 14.

10

SMALL THINGS DO BIG JOBS

It was a hot summer day. Sun was shining bright up in the sky. A lion was sitting under the shade of a big tree and in some time got asleep. Nearby that tree, there was a hole, in which there lived a mouse. When the lion was sleeping, the mouse came out of its hole and saw him sleeping.

Unaware of the lion's strength, it got tickled by an idea. It thought of waking up the lion by running over his body just for fun.

Unfortunately, the lion seized it in his strong paw. He was going to kill it when it begged, "Spare me, sir; some day I may repay your mercy."

The lion was amused hearing its words and let it go with a smile thinking that how can such a small mouse be of any help to me.

But a day came, when the lion got into trouble. He got caught in a hunter's net. As a result, he started roaring loudly.

On hearing his roar, the mouse came out of its hole. This was the time to pay back the lion's mercy. So, immediately it nibbled the cords of the net and set the lion free.

Moral: Mercy never goes unrewarded.

Do the following:

1. Format Heading with Font Face: 'Cooper Black', Font Size: 22, Font Colour: "Red", Alignment: "Center" 2
2. Underline and Highlight the last line "Moral:...." with Colour: "Yellow" 2
3. Strike out the sentence "As a result, he started roaring loudly" 1
4. Insert any Banner Shape, fill any light colour for the Banner and add text "Mercy Never Goes Unrewarded" and position the Banner to the centre of the page 2

5. Insert a Table with 2 Columns and 4 Rows, add the following information, the first row heading "Details" to be centered to 2 Columns. 3

Details	
Reg. No.	Enter your Reg. No.
Course Name	Enter your Course Name
Batch Letter	Enter your Batch Name

6. Justify the Paragraph and set the Line spacing: 1.5 pt 2
7. Correct the spelling mistakes 1
8. Add comment for the Word "Lion" in the first line as "King of Jungle" 1
9. Copy the text "Moral:..... unrewarded" and past it after the heading. 1

Q. No. 2.

Prepare the following Table in Excel:

25

SANJAY ASSOCIATES

VIJAYAPURA

Sl. No.	Name of the Employee	Employee ID	Basic Salary	DA 56%	HRA 28%	CCA 16%	ESI 5%	PF 12%	GROSS SALARY	NET SALARY
1.	Rashmi	CTR202	17500							
2.	Kavya	CTR204	15900							
3.	Divya	CTR205	15500							
4.	Chethan	CTR203	16800							
5.	Anand	CTR201	18000							

1. Enter the following details 10
2. Increase row height to 25 1
3. Insert a column before Net salary with title "Deduction" 1
4. Calculate: DA, HRA, CCA, ESI, PF as per the percentage given above & also calculate GROSS SALARY, DEDUCTION, NET SALARY 8
5. Sort the records in ascending order of Employee ID 1
6. Centre align the Heading with Font face "Impact" and Font size: 18 2
7. Apply Borders and Format your table. 2

[Turn over

Q. No. 3.

25

Design an attractive presentation using the following data :**Slide 1 :****Definition of Earthquake**

The logarithm to base ten of the maximum Seismic-wave amplitude recorded on a standard seismograph at a distance of 100 kilometres from the earthquake epicentre.

Slide 2 :**Strength of Earthquake**

The intensity and strength of an Earthquake is measured on Richter scale. The scale was invented by Charles Richter.

Slide 3 :**Seismology**

Seismology is the scientific study of earthquakes and the propagation of elastic waves through the Earth. Scientists measure earthquakes using Seismographs.

Slide 4 :**Seismometers**

Seismometers are instruments that measure motions of the ground, including seismic waves generated by earthquakes. They may be deployed at Earth's surface, in shallow vaults, in boreholes or under water.

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

Q. No. 4.

25

Create a Company by name Anjaan.

5

Create the necessary Ledgers and journalize the following transactions:

- | | |
|--|---|
| 1. Anjaan started business with cash Rs. 2,00,000 | 2 |
| 2. Sold goods to Manish Rs. 18,000 | 2 |
| 3. Deposited into State Bank of India Rs. 15,000 | 2 |
| 4. Paid DA Rs. 6,000 | 2 |
| 5. Outstanding Repairs Rs. 4,350 | 2 |
| 6. Withdrew cash for personal use Rs. 10,000 | 2 |
| 7. Bought goods from Veeresh Rs. 30,000 on credit | 2 |
| 8. Received Commission Rs. 8,000 | 2 |
| 9. Withdrew cash from State Bank of India Rs. 7,500 for petty cash | 2 |
| 10. Paid salary Rs. 18,750 by cheque. | 2 |

