

ಸಂಖ್ಯೆ :

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

ತಂಡ : **E**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

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

ದಿನಾಂಕ : 02. 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: "Arial" and Font size:14. 10****WORK IS WORSHIP**

One fine sunny day in winter, a grasshopper was basking in the warm sun. But he was very hungry, as he had not eaten anything since last night.

So, he looked about to find something to soothe his hunger. Suddenly, he saw few ants carrying grains into their hole.

He went up to the ants and asked humbly, "Can you, please, spare few grains for me. I haven't eaten anything since yesterday. So, I am almost starving to death."

One of the ants asked the grasshopper, "What were you doing the whole summer ? Why didn't you store up the food for the winter season ?"

The grasshopper replied, "Truly speaking, I spent all the summer singing songs and that's why I couldn't store anything."

The ant chuckled out a smile and remarked, "Then dance the winter away." The grasshopper pulled a long face and walked away.

Work is real worship

- ❖ Hard work is the key to success, so work diligently on any project you undertake.
- ❖ Striving for success without hard work is like trying to harvest when you have not planted.
- ❖ If you are talented, you need not run around to tell everyone. It speaks for itself. Work hard in silence. Let success make the noise.

**Do the following:**

1. Set Page size: "Legal", Margins with Top: 2" Bottom:1" Left and Right: 0.5" 2
2. Format Heading with Font Face: "Impact", Font Size: 28, Font Colour: "Orange", Alignment: "Center" 2
3. Add the same bullets for the last 3 sentences as shown 1
4. Capitalize and italicize the sentence "Work is real worship" 2
5. Add Header: "Register Number" and Footer: "Work is Worship" 2

6. Justify the paragraph and set the Line spacing: 1·5 1
7. Insert a Text Box with text "Work is Worship" and position in the centre of the Page 2
8. Correct the Spelling mistakes 1
9. Add Dropcap of 4 lines for the first letter in first paragraph with Font: Impact, Font Colour: "Blue" and shade it with Colour: "Orange". 2

Q. No. 2.

**Prepare the following Table in Excel:**

25

**PRAGATHI ENGLISH MEDIUM SCHOOL  
MANDYA**

Marks sheet of Pre-Preparatory Examination of 10th Standard English Medium students for the year, 2010

Name of the Student	Register Number	English	II Lang	III Lang	Maths	Science	Social Studies
Vinesh	15001	75	89	78	72	78	85
Ganesh	15002	89	69	77	67	63	60
Monisha	15003	65	66	69	58	57	56
Monika	15004	85	82	90	89	84	90
Ramya	15005	63	75	98	38	36	35
Sahana	15006	80	36	42	47	43	40
Srujana	15007	58	64	60	45	35	65
Sowjanya	15008	70	46	90	78	52	55
Ashrith	15009	85	90	97	98	97	91
Samrudh	15010	77	78	66	66	77	55

1. Enter the given details 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 2
4. Set the Page size: A4 and Orientation: Landscape 2
5. Increase the Row height: 38 1
6. Sort by "Name of the Student" column in Ascending order 1
7. Auto format the table. 1

[ Turn over

Q. No. 3.

25

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

The earthquake zoning map of India divides India into 4 Seismic Zones.

- Zone II
- Zone III
- Zone IV
- Zone V.

**Slide 2 :****Earthquake Prediction**

Earthquake prediction is usually defined as the specification of the time, location and magnitude of a future earthquake within stated limits.

**Slide 3 :****Evidence of Upcoming Earthquake**

- Unusual animal behaviour
- Water level in wells
- Large scale of fluctuation of oil flow from oil wells.

**Slide 4 :****Indication of Earthquake**

- Temperature change
- Uplifting of earth surface
- Foreshocks or minor shocks before major earthquake
- Change in seismic wave velocity.

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

Q. No. 4.

25

**Create a Company by name Vasavi.**

5

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

- |   |   |
|---|---|
| 1. Vasavi commenced business with cash Rs. 75,000               | 2 |
| 2. Purchased Motor vehicle Rs. 54,000                           | 2 |
| 3. Paid Paper Bill Rs. 480                                      | 2 |
| 4. Deposited into Corporation Bank Rs. 12,000                   | 2 |
| 5. Purchased goods from Vinayaka Dealers Rs. 32,000             | 2 |
| 6. Received Interest Rs. 6,250                                  | 2 |
| 7. Withdrew cash from Corporation Bank Rs. 5,000 for petty cash | 2 |
| 8. Depreciation on Motor vehicle at 10%                         | 2 |
| 9. Sold goods to Surjith for credit Rs. 7,450                   | 2 |
| 10. Paid Tax Rs. 5,500.   | 2 |

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