

ಸಂಖ್ಯೆ :

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

ತಂಡ : **F**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

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

ದಿನಾಂಕ : 02. 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 letter with Font Face: "Arial" and Font size: 14.** 10

GOVERNMENT OF KARNATAKA  
Department of Social Welfare

No. DSW.29/77-78

Office of the Director  
of Social Welfare in Karnataka,  
Bangalore, Dated 12th July, 1977

From

The Director of Social Welfare  
in Karnataka  
Bangalore,

To

The Deputy Commissioner,  
Bijapur District,  
Bijapur.

Sir,

Subject : Report on the working of the Occupational Institutions for Women.

As you are aware, the Government started the above institute in the year 1965 with a view of helping the backward class in Bijapur and surrounding Districts in getting training for the Job Oriented Courses like Diploma in Stenography and Certificate in Tailoring. The coaching is free, and in addition, the trainees are paid stipends. The books, stationery and other necessary materials are supplied to the trainees free of charge. This coaching is certainly a boon on the backward and economically weaker sections of the society.

2. The Efficiency Research cell of the General Administration Department now desire to know
  - a) The number of students who obtained their Diplomas and Certificates after successfully completing the second year training.
  - b) The names and addresses of all the candidates who have secured employment after passing these courses.
3. The above information may please be furnished to this office at an early date.

Yours faithfully,

Director.

**Do the following:**

1. Format Heading (Name of the Government) with Font face: "Algerian", Size:18, Colour: "Pink" and Align: "Centre" 2
  2. Format Sub-heading (Name of the Department) with "Bold" and "Italic" 1
  3. Align the From address and To address as shown 2
  4. Subject line to be "Centered" and make it "Bold" 1
  5. Highlight the subject line with Colour: "Bright Green" 1
  6. Add Paragraph Number from 2nd paragraph and replace numbering a), b) with bullets 2
  7. Right Align the Complimentary closing properly 1
  8. Replace the word "Bijapur" with "Tumkur" in all occurrences 2
  9. Add Header: "Your Register No" and Footer: "Social Welfare Department" 2
  10. Justify the Paragraphs and set Line Spacing: 2. 1
- Q. No. 2. 25

**Prepare the following Table in Excel:**

## ARKAVATHI WELFARE SOCIETY

Mangalore Road, Hassan

Receipts and Payments Account for the year ended 31st March, 2015

Receipts	Amount (Rs.)	Payments	Amount (Rs.)
By Admission Fee	42000	To Subscription	25000
" Application	8500	" Tax paid	9000
" Membership Fee	16500	" Postage and Telephone	8600
" Patronship	15000	" Advertisement	25500
" Donation	20000	" Meeting Expenses	24500
" Interest	3500	" Printing and Stationery	8150
" Advances	14000	" General Body Expenses	35000
" Cash at Bank	25000	" Application Fees	13140
Total		Total	

1. Enter the given details 12
2. Increase the Row height to 40 and column width of Amount to 14 2
3. Insert one row after "Cash at Bank" and type "Cash on hand" in the Receipts column and 4390 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 Header: "Your Register No." 1
7. Find the text "Advertisement" and replace it with "Investment" 1
8. Align the Heading & Sub-heading to the centre of the table 1
9. Rename the Sheet as "2015-16" and give Sheet Tab colour: "Green" 2
10. Protect the sheet with password: 1234. 1

[ Turn over

Q. No. 3.

25

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

## Effect of Earthquake

- Loss of life and property
- Damage to transport i.e. roads, railways, highways, airports, marine
- Damage to Infrastructure.

**Slide 2 :**

## Consequences of Earthquakes

- Chances of Floods-Develop cracks in Dams
- Chances of fire short-circuit
- Communications such as telephone wires are damaged.

**Slide 3 :**

## Outcome of Earthquake

- Water pipes, sewers are disrupted
- Economic activities like agriculture, industry, trade and transport are severely effected.

**Slide 4 :**

## Earthquake Safety Rules

- Don't use lift for getting down from building
- Be prepared to move with your family
- Move away from window glass.

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

Q. No. 4.

25

**Create a Company by name Lalitha.**

5

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

- |  |   |
|--|---|
| 1. Lalitha commenced business with cash Rs.5,00,000      | 2 |
| 2. Paid Telephone Bill Rs. 6,280                         | 2 |
| 3. Received Commission from Jaya Rs. 6,000               | 2 |
| 4. Sold goods to Nagaraj for cash Rs. 35,000             | 2 |
| 5. Withdrew cash from office for personal use Rs. 15,000 | 2 |
| 6. Bought goods from Ambika on credit Rs. 80,000         | 2 |
| 7. Paid into Karur Bank Rs. 50,000                       | 2 |
| 8. Goods returned to Ambika Rs. 12,000                   | 2 |
| 9. Outstanding Rent Rs. 25,000                           | 2 |
| 10. Purchased Furniture for cash Rs. 2,00,000.           | 2 |

---



---