

ಸಂಖ್ಯೆ :

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

ತಂಡ : **G**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್
ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ
ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

ದಿನಾಂಕ : 03. 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 Business letter with Font Face: "Times New Roman",
Size: 12.**

10

LIFE INSURANCE CORPORATION OF INDIA

"JEEVAN PRAKASH"
Narasimharaja Road,
Bangalore 560 002
17th December, 1983

No. 43654

To

Dear Sir,

Subject: House Purchase or Construction Policy Scheme

I thank you for your recent enquiry and have pleasure in enclosing herewith a booklet of a House Purchase or Construction Policy Scheme. The booklet will give you full details as to how you can save money by investing in our scheme. If you invest with us so as to have full security and at the same time obtain a very satisfactory rate of interest by providing you a high bonus rate for every 5 years. And also after the maturity of the policy we will declare extra 5% bonus for the entire sum assured on the policy.

The objective of the scheme is a two-fold one, viz,

- a) To provide a safe and convenient method of saving money and to use this fund to help those who wish to acquire their own house and,
- b) To become owners of property.

It provides for good success and comfort in individual lives and a higher sense of citizenship. I think there is no other better or safer security obtainable.

Thanking you,

Yours faithfully,

for THE LIFE INSURANCE CORPORATION OF INDIA

MANAGER

Encl: Booklet

Do the following:

1. Format Heading with Font Face: "Courier New", Size: 20, Font Colour: "Red", Align: "Center" 2
2. Right align the From address and Date line properly 1
3. Highlight the Subject Line with Colour: "Yellow", and Bold it 2
4. Change the numbering style from a) b) to 1) 2) 1
5. Justify the paragraphs and set Line spacing: 1.5 2
6. Insert Watermark of Text: LIC 1
7. Align the Complimentary Closing properly (Yours faithfully....Manager) 1
8. Mail merge the letter for the following addresses : 5
 1. The Principal, S. R. College, Krishnarajapuram, Banagalore.
 2. The Director, Hotel Atria, Seshadripuram, Bangalore.
 3. The Manager, Venus Pvt. Limited, White Field, Bangalore.
9. Select field names as [First name, Company name, Address Line1, City] (Rename field name: "First name" as "Designation").

Q. No. 2.

25

Prepare the following Table in Excel:

VIJAY ENGINEERING WORKS

Bangalore

Salary Slip for the month of January, 2017

Sl. No.	Name of the Employee	Employee ID	Basic Salary	DA 55%	HRA 29%	CCA 14%	ESI 5%	PF 12%	GROSS SALARY	DEDUCTION	NET SALARY
1	Samrudh	202	36000								
2	Manasa	204	35600								
3	Moksha	205	34800								
4	Chet	203	32000								
5	Anand	201	30000								

1. Enter the given details. 10
2. Calculate: DA, HRA, CCA, ESI, PF as per the percentage given above & also calculate GROSS SALARY, DEDUCTION, NET SALARY 8
3. Increase row height to 30 1
4. Sort in ascending order by Column "Employee ID" 1
5. Centre align the Heading with Font Face "Impact" Font size: 18 2
6. Apply borders and format your table 2
7. Protect the Sheet with password 2255. 1

[Turn over

Q. No. 3.

25

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

Earthquake Safety Precautions

If you are outside:

- Avoid high buildings, walls
- Power lines other objects that could fall and create block.

Slide 2 :

Earthquake Safety measures

If you are in vehicle :

- Stop in a safe open place
- Remain in vehicle
- Close window, doors and vents.

Slide 3 :

After an Earthquake

- Keep calm, switch on the transistor radio and obey instructions
- Keep away from beaches and low banks of river.

Slide 4 :

Preventive Measure after an Earthquake

- Do not re-enter badly damaged buildings
- Turn off water, gas and electricity
- Do not smoke, light match or use a cigarette lighter.

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

Q. No. 4.

25

Create a Company by name Nagina.

5

Create the necessary Ledgers and journalize the following transactions:

- | | |
|---|---|
| 1. Nagina commenced business with cash Rs. 1,50,000 | 2 |
| 2. Deposited into Karnataka Bank Rs. 20,000 | 2 |
| 3. Bought Plant and Machinery from Mangala Enterprise Rs. 35,000 | 2 |
| 4. Sold goods to Sanjith Rs. 14,000 | 2 |
| 5. Paid for Plant and Machinery Rs. 15,000 to Mangala Enterprise by cheque | 2 |
| 6. Received commission from Nishanth Rs. 18,000 | 2 |
| 7. Cash withdrawn from Karnataka Bank Rs. 8,500 for petty cash | 2 |
| 8. Depreciation on Plant and Machinery at 7% | 2 |
| 9. Paid Marketing Expense Rs. 7,500 to Santosh, HRD Department, Mysore. (Hint: Use Cost Category and Cost Centres) | 4 |
