

ಸಂಖ್ಯೆ :

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

ತಂಡ : **H**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್
ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ
ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

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

10

VINAYA VARTHA MAGAZINE

No. 789, Avenue Road,
Malur.
30th May, 2014.

No. VVM/12/14

To

Dear Sir,

Subject: To write articles for our magazine.

With reference to the above, it is well known that our publication has got much appreciation and we are very thankful to the people. You are invited, as one the prominent citizen to receive a trial subscription of our magazine for the next twelve months. For entertainment and education, the magazine carries regular feathers edited by experts. Viewers will get our editions at half of the usual price. To avail the benefit they are required to fill the form and submit to the office at the earliest.

Now we are intended to add one more column for the students who appear for the 10th Standard Public examinations. Here it is proposed to publish question bank in all the subjects. So you are requested to form a team of yours to give suggestions and work on this project. Suitable remuneration will be paid for the teachers. We request you to visit our office for further information and fulfil the formalities at the earliest.

Thanking you,

Yours faithfully,
for VINAYA VARTHA MAGAZINE,

Manager.

Do the following:

1. Format Heading with Font Face: "Cooper Black", 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: "Bright Green", and bold it 2
4. Make a separate paragraph from the text "We request you to visit...." 1
5. Justify the paragraph and set Line spacing: 1.5 2
6. Insert a simple Page border 1
7. Align the Complimentary Closing properly (Yours faithfully....Manager) 1
8. Mail merge the letter for the following addresses: 5
 1. The Head Master, St. Paul's High School, Vinayakapuram, Malur
 2. The Principal, First Grade College, Near Bus Stand, Malur
 3. The Head Mistress, Sparsh School, II Main Road, Malur.
 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:

BIGBEE CAKE CORNER
Ramanagar
INVOICE

No: 250

Date :

Sl No.	Particulars	Quantity (Nos.)	Rate
1	Sponge Cake of 2 kgs	2	550
2	Eggless Cake of 1 kg	5	300
3	German Chocolate cake of 1 kg	6	650
4	Birthday Cake with Strawberry flavour of 1 kg	5	400
5	Sweet and salt Biscuits of 1kg pack	2	325
6	Happy Birthday Banner and Balloons	6	310
7	Table Decoration things	8	525
	Total		
	Discount 10%		
	Packing & Forwarding Charges		450
	Grand Total		

1. Enter the given details 13
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.....Rate) with Font Face: Tahoma, Font Size: 14, Style: Bold and Align: Centre 2
5. Calculate Total, Discount and Grand total 3
6. Replace the word "things" with "items" 1
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 :**

Earthquake – Case study

A devastating earthquake occurred in the Kutchh district of the state of Gujarat on the morning of 26th January 2001, magnitude of 7.7 with Focal depth 25 kms.

Slide 2 :

Upshots of Earthquake

Bhuj town and the village Bhachau are worst affected and many other areas of Gujarat including state headquarters Ahmedabad, were badly affected.

Slide 3 :

Estimation of Damage

- More than 20,000 death
- 167000 people injured
- 21 districts of Gujarat were affected
- Around 600,000 people were left homeless.

Slide 4 :

Damage to Infrastructure

There was significant damage to infrastructure with facilities such as hospitals, schools, electric power and water systems, bridges and roads damaged or destroyed.

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

Q. No. 4.

25

Create a Company by name Pratheek.

5

Create the necessary Ledgers and journalize the following transactions:

- | | |
|--|---|
| 1. Pratheek commenced business with cash Rs. 1,00,000 | 2 |
| 2. Bought Furniture from Sangavi Pvt. Works for Rs. 75,000 | 2 |
| 3. Deposited into Bank Rs. 60,000 | 2 |
| 4. Sold goods to Praveena Electronics Rs. 15,000 for credit | 2 |
| 5. Outstanding Taxes and Insurance Rs. 2,300 | 2 |
| 6. Withdrew cash of Rs. 1000 from Bank for petty cash | 2 |
| 7. Paid for Furniture Rs. 75,000 bought from Sangavi Pvt. Works | 2 |
| 8. Goods returned by Praveena Electronics Rs. 6,500 | 2 |
| 9. Paid TA Rs. 8,000 to Sanju, Personnel Department, Shimoga Branch. | |
| (Hint: Use Cost Category and Cost Centre) | 4 |
