

ಸಂಖ್ಯೆ :

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

ತಂಡ : **I**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್
ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ
ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

ದಿನಾಂಕ : 03. 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 Passage with Font Face: "Times New Roman" and Font size: 12.

10

Overview of Windows 7

Windows 7 is a very popular operating system. Usually when we switch ON a computer a screen displays a message saying starting Windows. Then a colourful screen appears and we are ready to use the computer. Microsoft Windows by far is the world's most popular operating system that is used by millions of users all over the world. Let us understand what it is and how to use it. First of all, what is an operating system ? We know the parts of a computer are CPU, monitor, keyboard and mouse.

It is a machine that cannot do anything on its own. A program runs in the background and controls all these parts. It tells the computer what to do and what not to do. This program is called an operating system. So, the operating system helps us to communicate with the computer. An operating system is a software program that acts as an interface between the user and the computer hardware. Windows 7 uses a Graphical User Interface (GUI). This helps us to communicate with the computer using the graphical images called icons. We can instruct the computer to perform various tasks by using the mouse.

Do the following:

1. Format Heading with Font Face: "Arial", Font size: 22, Font colour: "Red", Alignment: "Center" 2
2. Adjust Line spacing: 1.5 and Text Colour: "Brown" 1
3. Find "CPU" and replace to "System Unit" 1
4. Strike out the words "Graphical user interface" 1
5. Insert today's (current) date and time at the beginning of the document and align it to centre 2
6. Create 2 column text for second paragraph and add line between each column 2
7. Insert any image from clipart and wrap: "Behind text" 2
8. Insert any "Block Arrows" from shapes and fill with "Red" colour 2
9. Highlight "GUI" with "Yellow" colour 1
10. Adjust the first line indent for both paragraph to 0.5" 1

Q. No. 2.

25

Prepare the following Table in Excel:**IFB SALES AND SERVICE**

Statement showing the Sales of IFB Washing Machine during 2014-2017

Sl No.	Name of the State	2014	2015	2016	2017
1	Karnataka	254	147	682	520
2	Kerala	985	501	920	875
3	Tamil Nadu	510	257	479	621
4	Goa	820	587	995	925
5	Andhra Pradesh	210	350	870	519
6	Gujarat	780	895	651	324
7	Assam	524	982	596	624
8	Mumbai	965	852	210	450
9	Maharashtra	104	573	951	357
10	Uttar Pradesh	789	582	368	510

1. Enter the data as shown above 10
2. Sort the table by State Names in Ascending order 1
3. Insert a column at the end and give title as "Total" 1
4. Calculate the "Total Sales" of each State from 2014 to 2017 2
5. Add row at the end and calculate the "Total Sales" of all States during the entire year 2
6. Increase the Row Height: 40 and adjust Column Width: 10 for Columns 2014 to 2017 2
7. Format the table with borders and with proper alignment 2
8. Add a row at the end and find the Average sales of each year 2
9. Highlight cell values "Greater Than 500" sales during years 2014 & 2015 and highlight cell values "Less Than 500" sales during the year 2016 & 2017 by using "Conditional formatting" 2
10. Insert Comment for "Maharashtra" State as "Pune". 1

[Turn over

Q. No. 3.

25

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

Book-keeping is a part of accounting. So, it is necessary to have some idea about book-keeping, before we take up the discussion of accounting.

Slide 2 :**Definition and Meaning of Book-Keeping:**

In the words of A. H. Rosenkamppff Book-keeping is the art of recording business transactions in a systematic manner.

Slide 3 :**Essential aspects of Book-keeping**

- √ Recording financial aspects
- √ Recording transactions in terms of money
- √ Recording transactions in a set of books known as account books.

Slide 4 :**Meaning of accounting:**

Accounting is the process of identifying, measuring and communicating economic information to permit judgments and decisions by users of the information.

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

Q. No. 4.

25

Create a Company by name Sampoorna.

5

Create the necessary Ledgers and journalize the following transactions:

- | | |
|--|---|
| 1. Sampoorna commenced business with cash Rs. 1,25,000 | 2 |
| 2. Cash paid into bank Rs. 1,000 | 2 |
| 3. Purchased goods from Giri on credit Rs. 20,000 | 2 |
| 4. Purchased goods for cash Rs. 1,200 | 2 |
| 5. Sold goods for cash Rs. 1,900 to Harshitha | 2 |
| 6. Purchased Machinery for Rs. 1,500 | 2 |
| 7. Paid for Lorry hire Rs. 5,980 | 2 |
| 8. Depreciate Machinery by Rs. 500 | 2 |
| 9. Cash withdrawn from bank for Personal use Rs. 3,000 | 2 |
| 10. Received Commission Rs. 100. | 2 |

