

ಸಂಖ್ಯೆ :

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

ತಂಡ : **J**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್
ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ
ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

ದಿನಾಂಕ : 05. 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 letter with Font Face: "Arial" and Font size: 12. 10

Telegram : "ALEXON" Telephone: 23536

ESTD: 1970

ALEXO & BROTHERS (PRIVATE) LIMITED

P. B. No. 46

42, Mount Road,

Madras,

30th January, 1993.

No. A/42/93-94

To

Offer Letter

With further reference to your interview, we have pleasure in offering you the post of clerk on the following terms and conditions:

1. You will be entitled to draw a total salary of Rs. 6,000 per month.
2. Your appointment will be probationary for first 3 months and likely to continue if your work being found satisfactory.
3. During the period of first three months, your service can be terminated at notice of one day and if your want to leave us, you can also give us one day's notice.
4. After confirmation of your service, either party will have the right to do so at one month's notice.
5. You will be entitled to your Provident Fund at the rate of 5% of your basic salary.
6. You will be entitled to 15 days casual leave and 30 days earned leave in a year.

If you accept the offer on the above terms and conditions, please report for duty before 15th February, 1993.

Yours faithfully,

for ALEXO & BROTHERS (PRIVATE) LIMITED,

Manager.

Do the following:

1. Format Heading with Font Face: "Bookman Old Style", Font Size: 17, and Font Colour: "Blue" and make it Bold 2
 2. Right align the From address and Date line properly 2
 3. Add Gutter Space: 0.5" at the left side of the page 1
 4. Highlight the text "Rs. 6,000" with Colour: "Red" and strike out the 2nd point 2
 5. Mail Merge the letter for the following addresses with Field Names "First Name", "Address Line 1", "Address Line 2" and "City": 5
 - Smt Chandana, 2nd Cross, Jayanagar, Bangalore,
 - Sri T. Prabhakar, 6th Cross, Malleshwaram, Bangalore,
 - Sri Harsha, 4th Cross, Gandhinagar, Bangalore.
 6. Right align the complimentary closing properly
("Yours faithfully.....Manager") 2
 7. Correct all spelling errors. 1
- Q. No. 2. 25

Prepare the following Table in Excel:

MYSORE BOYS INDUSTRIES
Kuvempu Nagar, Mysore
INVOICE

No: 123

Date:

Sl. No.	Description	Quantity	Rate
1.	Executive tables	3	2,500
2.	Typist's Tables	2	1,400
3.	Filing Cabinet	5	1,000
4.	Executive Chairs	3	2,000
5.	'S' Type chairs	10	650
6.	Cupboards	10	1,200
7.	Laptops	3	61,325
8.	Printers	2	9,000
9.	Xerox Machine	1	90,000
10.	Fax Machine	1	12,000
	Total		
	Local Sales Tax @ 6%		
	Discount @ 5%		
	Grand Total		

1. Enter the data as shown above 10
2. Insert Current Date using Function at the appropriate place 1
3. Insert a column with heading "Amount" and find the Amount to be paid for each item & also calculate Total, Local Sales Tax, Discount and Grand Total by using formula 5
4. Rename sheet as 'INVOICE' and apply any colour for the Sheet tab 1
5. Set Page size: "Letter" and Margins: 0.5" for all sides 2
6. Insert Header: "MYSORE BOYS INDUSTRIES" and Footer: "Your Register Number" 2
7. Insert comment for "Printers" as "Laser Printers" 1
8. Autoformat the table with borders and proper alignment. 3

[Turn over

Q. No. 3.

25

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

On November 2016 the Government of India Announced the Demonetization.

Slide 2 :**Meaning of demonetization**

The process that involves a change of National Currency where old currency is replaced with new currency.

Slide 3 :**Advantages and Disadvantages**

Advantages	Disadvantages
➤ Reduction of illegal activities	➤ Inconvenience to the Public
➤ Reduced tax avoidance	➤ Decrease in sales
➤ Encourage digital payment modes	➤ Labour Wages-payment issues

Slide 4 :**Conclusion**

A well Planned Demonetization system can prove beneficial for any Economy.

However in case of mis-handled support causes problems.

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

Q. No. 4.

25

Create a Company by name Mr. Zain.

5

Create the necessary Ledgers and journalize the following transactions:

- | | |
|-------------------------------------------------------------------|---|
| 1. Mr. Zain commenced business with Cash Rs. 4,50,000 | 2 |
| 2. Mr. Ram opened an account in SBM Bank by depositing Rs. 60,000 | 2 |
| 3. Sold goods to Vindhya Rs. 8,000 | 2 |
| 4. Withdrew cash Rs. 28,000 from SBM bank | 2 |
| 5. Purchased Plant and Machinery Rs. 70,000 | 2 |
| 6. Purchased goods from Vijaya Rs. 15,000 | 2 |
| 7. Prepaid Rent Rs. 12,500 | 2 |
| 8. Commission received Rs. 14,000 | 2 |
| 9. Goods returned from Vindhya Rs. 1,800 as damaged goods | 2 |
| 10. Depreciation on Plant and Machinery 4%. | 2 |
