

ಸಂಖ್ಯೆ :

**ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರೀಕ್ಷಾ ಮಂಡಳಿ**  
**2015 ರ ಜುಲೈ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು**

**B**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 X**

ವಿಷಯ : **ಆಫೀಸ್ ಆಟೋಮೇಷನ್**  
**ಲಿಖಿತ ಪರೀಕ್ಷೆ**  
**ಪ್ರಶೋತ್ತರ ಪತ್ರಿಕೆ**

ದಿನಾಂಕ : 27. 07. 2015 ]

[ ಪರಮಾವಧಿ ಅಂಕಗಳು : 100

ಸಮಯ : ಬೆಳಿಗ್ಗೆ 10-30 ರಿಂದ 11-30 ರವರೆಗೆ ]

ನೋಂದಣಿ ಸಂಖ್ಯೆ :

ಪರೀಕ್ಷೆಯ ಕೊಠಡಿಯ ಮೇಲ್ವಿಚಾರಕರ ರುಜು ಮತ್ತು ದಿನಾಂಕ

**ಅಭ್ಯರ್ಥಿಗಳಿಗೆ ಸೂಚನೆ :**

1. ಉತ್ತರ ಬರೆಯಲು ಪ್ರಾರಂಭಿಸುವ ಮುಂಚೆ ನೋಂದಣಿ ಸಂಖ್ಯೆ ಮತ್ತು ವಿವರಗಳನ್ನು ಮುಖಪುಟದ ಮೇಲೆ ಅವುಗಳಿಗೋಸ್ಕರ ಇರುವ ಸ್ಥಳದಲ್ಲಿ ಬರೆಯಿರಿ. ಅಂಕಗಳನ್ನು ಬರೆಯುವುದಕ್ಕೆ ಬಿಟ್ಟಿರುವ ಸ್ಥಳದಲ್ಲಿ ಏನನ್ನೂ ಬರೆಯಬಾರದು.
2. ಉತ್ತರ ಪತ್ರಿಕೆಯ ಯಾವುದೇ ಭಾಗದಲ್ಲಿ ನಿಮ್ಮ ಹೆಸರನ್ನು ಬರೆಯಬಾರದು. ಹಾಗೆ ಬರೆದಲ್ಲಿ ಪರೀಕ್ಷೆಯಿಂದ ಡಿಬಾರ್ ಮಾಡಲಾಗುವುದು.
3. ನೀವು ಉತ್ತರಿಸುವ ಉತ್ತರ ಪತ್ರಿಕೆಯ ಸಂಕೇತ (ಎ, ಬಿ, ಸಿ, ಡಿ) ವನ್ನು ಪರಿಶೀಲಿಸಿಕೊಳ್ಳುವುದು.
4. ಉತ್ತರ ಪತ್ರಿಕೆಯೊಂದಿಗೆ ಯಾವುದೇ ಇತರೆ ಕಾಗದಗಳನ್ನು ಲಗತ್ತಿಸಬಾರದು.
5. ಹೆಚ್ಚಿನ ವಿವರಗಳಿಗೆ ನಿಮ್ಮ ಪ್ರವೇಶ ಪತ್ರದಲ್ಲಿ ಮುದ್ರಿತವಾಗಿರುವ ಸೂಚನೆಗಳನ್ನು ಓದಿ.

	ಪ್ರಶ್ನೆಯ ಸಂಖ್ಯೆ	ಅಂಕಗಳು
	I	
	II	
	III	
	IV	
(ಒಟ್ಟು ಅಂಕಗಳು ಅಕ್ಷರಗಳಲ್ಲಿ)	V	
	ಒಟ್ಟು	

ಪರೀಕ್ಷಕರ ರುಜು

ಸಂಕೇತ :

[ Turn over

**COMPUTER EXAMINATIONS, 2015**  
**Office Automation**  
**( Theory )**

Time : 1 hour ]

[ Max. Marks : 100

- Instructions :**
- i) Write your Register Number properly.
  - ii) Do not tag extra sheet with this Booklet.
  - iii) Use **Blue / Black** ball point pen only.

I. Choose the correct answer :

32 × 1 = 32

1. The command to create a directory is  
(A) MD (B) CD  
(C) COPY CON (D) DIR
2. Font size is measured in  
(A) inches (B) centimetres  
(C) points (D) picas
3. The shortcut to make the text bold is  
(A) Ctrl + B (B) Ctrl + O  
(C) Alt + B (D) Ctrl + Shift + B
4. .... is a combined process of collecting, organizing, arranging and manipulating the data to produce useful information.  
(A) Database Processing (B) Disk Processing  
(C) Data Processing (D) Data Protecting
5. The expansion of CPU is  
(A) Control Processing Unit (B) Central Processing Unit  
(C) Control Programmed Unit (D) Central Program Unit
6. .... command lets you to cancel your last operation.  
(A) Redo (B) Undo  
(C) Cancel (D) Reverse
7. There are ..... types of alignment in Word.  
(A) 2 (B) 3  
(C) 4 (D) 6
8. The language which computer understands is  
(A) Alpha numeric (B) English  
(C) Binary (D) All languages
9. .... contains the start button, task buttons and notification area.  
(A) Task bar (B) Start Menu  
(C) Menu bar (D) Scroll bar

10. The shortcut to add a new slide is  
(A) Ctrl + M (B) Ctrl + N  
(C) Alt + N (D) Alt + M
11. To erase everything on the screen, we use ..... command.  
(A) CLEAR (B) CLEAN  
(C) CLR (D) CLS
12. The shortcut to select the entire document is  
(A) Ctrl + A (B) Ctrl + S  
(C) Alt + A (D) Alt + E
13. .... is the view you use to show the presentation to the audience on a computer screen.  
(A) Normal (B) Master  
(C) Slide show (D) Slide sorter
14. The extension of Access file is  
(A) .acc (B) .mdb  
(C) .mac (D) .xls
15. .... is displayed when the column is not wide enough to accommodate the data.  
(A) \* \* \* \* (B) . . . .  
(C) # # # # (D) none of these
16. The intersection of row and column is  
(A) Unit (B) Cell  
(C) Range (D) Sheet
17. Word is a ..... package.  
(A) Word Processing (B) Spreadsheet  
(C) Database (D) Accounting
18. By default there is/are ..... number of worksheet(s) in a workbook.  
(A) 1 (B) 3  
(C) 2 (D) 4
19. The function to join several text string is  
(A) CONCATENATE (B) COMBINE  
(C) JOIN (D) MERGE
20. Transfer of funds from one bank to another bank is entered in ..... voucher.  
(A) payment (B) contra  
(C) receipt (D) journal
21. .... is the default view in PowerPoint.  
(A) Slide sorter (B) Slide show  
(C) Normal (D) Outline

22. The entries made in ..... voucher do not affect the accounts.  
(A) Memo (B) Contra  
(C) Credit note (D) Journal
23. The file created in PowerPoint is called as  
(A) Document (B) Slide  
(C) Spreadsheet (D) Presentation
24. To know the meaning of a word, press  
(A) F7 (B) Shift + F7  
(C) F8 (D) Ctrl + F7
25. .... option will help you to assign timing for your slide.  
(A) Transition (B) Rehearse timing  
(C) Record Narration (D) Animation
26. Access is a ..... database.  
(A) Relational (B) Custom  
(C) Complex (D) Query
27. Salary comes under ..... group.  
(A) Indirect expense (B) Direct expense  
(C) Miscellaneous expense (D) Indirect income
28. The shortcut for Payment Voucher is  
(A) F6 (B) F4  
(C) F8 (D) F5
29. .... is used to switch between sheets.  
(A) Sheet tab (B) Page bar  
(C) Book tab (D) Status bar
30. Record Narration helps you to add ..... to your slides.  
(A) Background (B) Voice  
(C) Colours (D) Design
31. The art of recording, classifying and summarising is termed as  
(A) Accounting (B) Journal  
(C) Ledger (D) Final account
32. A person who invests money or money's worth into the business is called  
(A) Debtor (B) Creditor  
(C) Proprietor (D) Lender

II. Fill in the blanks :

18 × 2 = 36

1. .... is a Character User Interface Operating System and ..... is a Graphical User Interface Operating System.
2. The expansion of DBMS is ..... , the field whose value uniquely identifies a record in a table called ..... key.
3. .... view helps us to view group of slides simultaneously and ..... is the shortcut for slide show.
4. The 2 types of wildcards are ..... and .....
5. .... templates provide readymade styles to your slides and ..... option gives effect whenever the presentation moves from one slide to another.
6. The two types of Primary Memory are ..... & .....
7. There are ..... number of rows and ..... number of columns in a sheet of Excel 2003.
8. The shortcut to cut is ..... and paste is .....
9. .... box displays the address of active cell, the address of first cell is .....
10. Mailmerge involves merging of ..... with the .....

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11. The 2 types of filters are ..... and ..... filters.

12. .... appears at the top of every page and ..... appears at the bottom of every page.

13. .... is the person who owes money to the business and ..... is the person to whom the business owes money.

14. The two types of scroll bars are ..... and .....

15. Excel is a ..... package and the file created in Excel is called .....

16. The rule for Personal Account is debit ..... and credit .....

17. PowerPoint is used for creating ..... and the extension of PowerPoint file is .....

18. There are ..... types of predefined vouchers and ..... number of predefined groups.

III. Write whether the statements are "True" or "False". Do not write 'T' or '✓' for True and 'F' or '✗' for False : 12 × 1 = 12

1. Slide Master is used to change the formats of all slides except Title slide. ....

2. The file created in Word is called Book. ....

3. The extension of PowerPoint file is .pwd. ....
4. The background screen of Windows is called Desktop. ....
5. The shortcut for Receipt Voucher is F5. ....
6. The command to list all the file names starting with 's' is dir s\*.\* .....
7. The default ledger in Tally is Cash Ledger. ....
8. Monitor is an input device. ....
9. In cell address, the column is numbered and row is labelled. ....
10. Append query is used to copy records from one table to another table. ....
11. = Now( ) is used to display current date and time. ....
12. The shortcut key for Redo is Ctrl + R. ....

IV. Match the following :

5 × 1 = 5

- |               |   |                          |
|---------------|---|--------------------------|
| 1. Tool bar   | (A) displays information about active window          | <input type="checkbox"/> |
| 2. Task bar   | (B) allows you to access the frequently used commands | <input type="checkbox"/> |
| 3. Title bar  | (C) switches between opened application               | <input type="checkbox"/> |
| 4. Scroll bar | (D) displays the name of application and file name    | <input type="checkbox"/> |
| 5. Status bar | (E) allows you to view different portions of file     | <input type="checkbox"/> |

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V. Fill the appropriate words for the following :

3 × 5 = 15

1. The different types of views in PowerPoint are

- a) .....
- b) .....
- c) .....
- d) .....
- e) .....

2. Identify the groups.

- a) Wage .....
- b) Building .....
- c) Prepaid insurance .....
- d) Outstanding salary .....
- e) Drawings .....

3. The different types of change case are

- a) .....
- b) .....
- c) .....
- d) .....
- e) .....

