

ಸಂಖ್ಯೆ :

ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರೀಕ್ಷಾ ಮಂಡಳಿ

2015 ರ ಜುಲೈ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು

ತಂಡ : **A**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್

ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ

ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

ದಿನಾಂಕ : 28. 07. 2015]

[ಪರಮಾವಧಿ 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 ನಿಷೇದಿಸಲಾಗಿದೆ.
4. ತಂಡ ಬದಲಾವಣೆಗೆ ಅವಕಾಶವಿಲ್ಲ.
5. ಪರೀಕ್ಷಾ ಕೇಂದ್ರದಲ್ಲಿ ಶಿಸ್ತಿನಿಂದ ನಡೆದುಕೊಳ್ಳುವುದು.

[Turn over

COMPUTER EXAMINATIONS, JULY, 2015
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. For all files give your Register Number as file names.
4. Save all your files into your folder.

Note : Answer all the 4 questions.

Q. No. 1 :

Type the following Business letter in 1.5 line spacing with Times New Roman Font (Font size 12) and do the alignments as stated below. 25

Telegrams : "SHINE"
EVER SHINE PRIVATE LIMITED
(Dealers in Typewriters)

Telephone : 70719

Smile House,
A. R. Square,
Bangalore-560002
7th October, 2015

Ref : BG/LD/FT/3

The Principal,
Bangalore School of Commerce,
M. M. Road,
BANGALORE.

Dear Sirs,

Subject : FACIT — THE EXTRAORDINARY TYPEWRITER.

You will be pleased to know that the world-famous Facit Typewriters are marketed by us. Facit Typewriters the last word in elegance and typing efficiency are manufactured by Facit Asia Ltd. Madras, in technical collaboration with FACIT AB., Sweden.

FACIT Typewriters incorporate the latest technology and have several unique features :

- Mechanical Memory
- Low key-board
- Tube and ball bearing mounted carriage
- Extra light weight carriage
- Sound absorbing bottom plate, etc.

making it the best typewriters available indigenously in its class. In keeping with the tradition of all business machines manufactured by Facit Asia Ltd., Facit Typewriters are engineered and manufactured to give years of reliable, trouble-free service.

Facit Typewriters are covered by the manufacturer's guarantee for one year, and backed by professional service by factory-trained technicians.

Please call on us/write to us or phone (70719) for further details.

Thanking you,

Yours faithfully,

For ever shine private limited,

Manager.

1. Type the letter as given 15
2. Select Heading: Centre Align, Bold, Colour: Red, Font: Arial, size 16 1
3. Select Sub-heading: Centre align, Bold, Colour: Blue, Font: Arial size 14 1
4. Right align From address and date line properly as shown 2
5. Replace the text 'Sweedon' with 'USA' 1
6. Use Bullets or numbering for the points from "Mechanical Memory" to "Sound Absorbing bottom plate" 1
7. Cut the text "Mechanical memory" and paste it as the 4th point 1
8. Right align the complimentary closing properly 2
("Yours faithfully Manager"), capitalize the underlined text
9. Correct all spelling errors & set suitable page setup for the letter. 1

Q. No. 2

Prepare the following Table in Excel.

25

KARNATAKA S.S.L.C. EXAMINATION-MARCH 1979

Statistics of District-wise Results

Of Karnataka State

Sl. No.	District	No. Examined		No. Passed	
		Boys	Girls	Boys	Girls
1.	Bangalore City	9,897	5,798	1,596	1,001
2.	Bangalore Rural	4,044	947	645	174
3.	Kolar	5,302	1,879	773	343
4.	Tumkur	5,484	1,468	843	229
5.	Mysore	4,872	1,954	671	297
6.	Mandya	3,422	648	541	133
7.	Hassan	3,980	1,046	586	191
8.	Bellary	1,799	603	564	248

1. Enter the data as shown above 15
2. Insert a column before "No. Passed" and give the column name as "Total Examined" and calculate the total number of students taken exam 2
3. Add a column after "No. passed" and give column name as "Total Passed" and find the total number of students passed in each district 2

[Turn over

4. Insert 2 rows before Hassan district and enter the following details : 2

7.	Chitradurga	4,684	1,449		1,037	350	
8.	Shimoga	3,769	1,724		578	368	

5. Find the Total number of Boys passed and Girls passed in all districts 2

6. Increase the height of the rows to 25 for Sl No. 1 to Sl No. 10. 1

7. Apply borders and format your data. 1

Q. No. 3

Design an attractive presentation using the following data : 25

Slide 1 : SRUJANA INSTITUTE OF COMMERCE AND COMPUTER EDUCATION
Surathkal, Mangalore

Recognised by The Government Of Karnataka

Slide 2 : Launching 2 Computer courses along with
Typewriting and Shorthand

- Office Automation
- Graphic Designer Course

Slide 3 : Quality training from Excellent Professionals
With free Course Materials

Slide 4 : The Courses are approved by the Government of Karnataka
Examinations and Certificates by KSEEB

Apply custom animation, slide transition, and attractive design.

Q. No. 4

Journalize the following transactions in the books of Miss Anitha for the month of June, 2014 : 25

1. Anitha commenced business with cash Rs. 2,00,000
2. Purchased goods from Vinod Rs. 5,000 on credit
3. Deposited into Vysya Bank Rs. 30,000
4. Sold goods for Samuha Rs. 3,500
5. Received interest Rs. 1,500
6. Income tax payable Rs. 18,000
7. Paid electricity bill Rs. 800 by cheque
8. Cash withdrawn from Vysya bank Rs. 2,500
9. Withdrawn cash for personal use Rs. 500
10. Paid rent Rs. 3,000 by cheque.

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