

ಸಂಖ್ಯೆ :

ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರೀಕ್ಷಾ ಮಂಡಳಿ

2015 ರ ಜುಲೈ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು

ತಂಡ : **B**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್

ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ

ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

ದಿನಾಂಕ : 28. 07. 2015]

[ಪರಮಾವಧಿ 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 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 "JEEVANPRAKASH"

Telephone : 4321

LIFE INSURANCE CORPORATION OF INDIA

"JEEVANPRAKASH"

Narasimharaja Road,
Bangalore-560002,

24th October, 2014

No. 43654

Dr. Lakshmana Rao,
No. 1857, Main Road,
Krishnamurthypuram,
Mysore.

Dear Sir,

Subject : House Purchase or Construction Policy scheme

I thank you for your recent enquiry and have pleasure in enclosing herewith a booklet of a House Purchase or Construction Policy Scheme. The booklet will give you the entire details of how you invest your money and obtain satisfactory rate of interest. ¶ If you are a Government servant, salary deduction scheme may be accepted towards the payment of premiums of your policy.

The object of the scheme is a two-fold one, viz,

- i. to provide a safe and better method of saving money and to use these funds to help those who wish to acquire their own house, and
- ii. to become owners of the property.

It makes for good success and comfort in individual lives and a higher sense of citizenship.

Thanking you.

Yours faithfully,

For the life insurance corporation of india.

Manager.

Encl : Booklet

1. Type the letter as given 15
2. Select Heading: Centre align, Bold, Colour: Pink, Font: Arial Black, Font size 16 1
3. Right align From address & Date line properly 2
4. Capitalize the Name "Dr. Lakshmana Rao", and "Mysore" in To Address 1
5. Replace the text 'booklet' with 'prospectus' in all places 1
6. Make separate paragraph from the symbol ¶ 1
7. Cut the complete sentence "It makes for good success" and paste it before the para "The object of the scheme" 1
8. Right align the complimentary closing properly
("Yours faithfully Manager") capitalize the underlined text. 2
9. Set suitable page setup for the letter. 1

Q. No. 2

Prepare the following Table in Excel :

25

POPULATION OF KARNATAKA						
1993-1994						
(Figures in thousands)						
Slno	Division/District	Rural	Urban	Male	Female	Total
I	Bangalore Division					
1.	Bangalore Urban	570	4269	2543	2296	
2.	Bangalore Rural	1470	303	860	913	
3.	Chitradurga	1591	589	1122	1058	
4.	Kolar	1017	1200	1128	1089	
II	Gulbarga Division					
1.	Bellary	1326	564	928	962	
2.	Bidar	1972	610	1316	126	
3.	Gulbarga	1010	246	613	643	
4.	Raichur	1830	480	1167	1143	

1. Enter the data as shown above. 15
2. Delete the columns Rural & Urban 1
3. Find the total population in each district. 2
4. Insert a row before Gulbarga district and find the total population in Bangalore division. 2
5. Increase the row height for all districts to 20. 2
6. Move the complete rows of Gulbarga and Raichur before Bellary 1
7. Apply borders and format your data. 2

[Turn over

Q. No. 3.

Design an attractive presentation using the following data : 25

Slide 1 : DEEPA COLLEGE OF EDUCATION
BM Road, Hassan
Affiliated to the Bangalore University

Slide 2 : A Workshop on Computer literacy
in Teaching profession
by Experienced Professionals.

Slide 3 : Importance of Computer Courses
Introduced by Government of Karnataka

- Office Automation
- Graphic Designer Course

Slide 4 : Examination & Certificates by KSEEB
Bright Future is ahead to you all

Apply custom animation, slide transition, and attractive design.

Q. No. 4

Journalize the following transactions in the books of Miss Pavni for the month of June, 2009 : 25

1. Pavni commenced business with cash Rs. 2,50,000
2. Purchased goods from Sindhu Rs. 5,200 on credit
3. Deposited into Baroda Bank Rs. 25,000
4. Sold goods for Chaitra Rs. 3,500
5. Received interest Rs. 1,800
6. Income tax payable Rs. 16,000
7. Paid electricity bill Rs. 900 by cheque
8. Cash withdrawn from Baroda Bank Rs. 1,500
9. Withdrawn cash for personal use Rs. 900
10. Paid rent Rs. 3,200 by cheque.
