

ಸಂಖ್ಯೆ :

ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರೀಕ್ಷಾ ಮಂಡಳಿ

2015 ರ ಜುಲೈ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು

ತಂಡ : **C**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್

ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ

ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

ದಿನಾಂಕ : 28. 07. 2015]

[ಪರಮಾವಧಿ 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 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 : "KEYTOPS"

Telephone : 567567

UDAYKRISH & COMPANY

Dealers in Typewriter Accessories

No. 734, 4th Cross,
Parry's Corner,
Chennai,
2nd April, 2015

No. 789

The Principal,
Shashvi Institute of Commerce,
Basavanagudi,
Bangalore 560004

Dear Sir,

Sub : Remington Latest Model Typewriter Double Colour Keytops

It is our pleasure to inform you that "Remington" Latest Model Colour Keytops are now available with us in two varieties.

- Grey with white top (English)
- Green with white top (English and Hindi)

Price per set is Rs. 30/- on your quantity supply orders, we shall be glad to allow you the usual 30% trade discount. Both the above said varieties are, at present, available in ready stock and we advise you to book your requirements immediately. The superb quality of Double Colour Keytops is bound to enhance the value of your typewriters by making them look attractive, presentable and pleasing to the eyes. We look forward to the pleasure of receiving your valuable orders soon in which case, we assure you our most prompt and careful attention.

Thanking you

We remain,

Cordially yours,

for **udaykrish & company**

Managing Partner

1. Type the letter as given 15
2. Select Heading: Centre align, Bold, Colour: Green, Font size 16 1
3. Select Sub-heading: Centre align, Bold, Colour: Red, Font size 14 1
4. Right align from address as shown 2
5. Replace the Bulleted list with Numbering 1
6. Make separate paragraph from the text "We look forward" 1
7. Cut the text "attractive" and paste it after the text "presentable" 1
8. Right align the complimentary closing properly 2
("We remain Managing Partner), capitalize the marked text and make it bold.
9. Correct all spelling errors & set suitable page setup for the letter. 1

Q. No. 2

Prepare the following Table :

25

PRAGATHI INSTITUTE OF COMPUTER TECHNOLOGY
Result Sheet for
the academic
year 2014

Sln.	Name	Office Automation		Graphic Design	
		Theory	Practicals	Theory	Practicals
1.	Davinya	89	90	87	67
2.	Shiny	78	89	56	78
3.	Praveen	45	78	67	89
4.	Uday	67	89	57	89
5.	Chandru	78	76	58	76
6.	Shan	89	54	82	78
7.	Nithya	63	45	76	45
8.	Meena	45	76	67	94
9.	Theresa	68	46	67	75
10.	Nancy	67	78	78	94

1. Enter the data as shown above 15
2. Insert two columns before Graphic Design and calculate the total and percentage of each student in Office Automation. 2
3. Add two columns after Graphic design and calculate the total and percentage of each student in Graphic design. 2
4. Increase the row's height to 25. 2
5. Find the highest marks in Office Automation. 1
6. Find the least marks in Graphic design. 1
7. Centre the headings, apply borders and format. 2

[Turn over

Q. No. 3.

Design an attractive presentation using the following data : 25

Slide 1 : NAMRATHA PRE-UNIVERSITY COLLEGE

Ring Road, Tumkur

Recognised by the Government of Karnataka

Slide 2 : A Seminar on Computer Knowledge at Pre-University Level

At the Auditorium on Monday

Slide 3 : Computer Training will be provided to all

In coordination with Government recognized

Computer Institutes

Slide 4 : The Two courses are approved by the Government

○ Office Automation

○ Graphic Designer Course

Certificate & Examination by KSEEB

Apply custom animation, slide transition and attractive design.

Q. No. 4.

Journalize the following transactions in the books of Miss Shalini for the month of June 2006 : 25

1. Shalini commenced business with cash Rs. 3,20,000
2. Purchased goods from Asha Rs. 4,500 on credit
3. Deposited into Axis Bank Rs. 35,000
4. Sold goods to Sahana Rs. 3,200
5. Received interest Rs. 1,600
6. Income tax payable Rs. 15,000
7. Paid electricity bill Rs. 600 by cheque
8. Cash withdrawn from SBI bank Rs. 1,200
9. Withdrawn cash for personal use Rs. 1,000
10. Purchase office furniture for cash Rs. 1,000.
