

ಸಂಖ್ಯೆ :

ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರೀಕ್ಷಾ ಮಂಡಳಿ

2015 ರ ಜುಲೈ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು

ತಂಡ : **D**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್

ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ

ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

ದಿನಾಂಕ : 29. 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 Official letter in Double line spacing with Times New Roman Font (Font Size 12) and do the alignments as directed : 25

GOVERNMENT OF KARNATAKA

No. RDC 602 VRW 74

Karnataka Government Secretariat,
Vidhana Soudha,
Bangalore, Dated 17th January, 1975

From

The Secretary to Government,
Rural Development and
Co-operation Department,
Bangalore.

To

The Deputy Commissioners
of Districts

Sir,

Subject : Maintenance of Bore-wells.

I am directed to state a large number of bore wells have been sunk in the state with a view to providing immediate relief to the rural folk in regard to drinking water. But much to the dismay of the Government, many bore wells are not being maintained effectively by Local Bodies. There are frequent representations from the villagers that the bore wells have been going out of order or going out of order very frequently as a result of which they are put to great inconvenience. Though a special cell has been created to the local bodies to render technical guidance, their services are not effectively made use of. Unless the bore wells are maintained effectively by the Local Bodies, there is no use in spending huge sums on these schemes.

It is necessary that the Taluk Development Boards should think of appointing a mechanic in each Taluk.

Yours faithfully,

Secretary to Government,

Rural Development

And Co-operation Department

1. Type the letter as given 15
2. Select Heading: Centre align, Bold, Colour: Pink, Font: Castellar, Font Size 16 1
3. Properly Align the From address (Karnataka Government Secretariat...17th January, 1975) which is given on the right side. 1
4. Align the 'FROM' address and 'TO' address as shown. 2
5. Centre the Subject line and make in bold. 1
6. Make separate paragraph from the text "Unless the borewells... and give para number as 2 and next para as 3. 1
7. Cut the text "to the local bodies" and paste after "render technical guidance". 1
8. Right align the complimentary closing properly. ("Yours faithfully..... Co-operation Department) 2
9. Correct all spelling errors & set suitable page setup for the letter. 1

Q. No. 2.

Enter the following details in an Excel Worksheet : 25

ST. JOSEPH SCHOOL, BANGALORE

Result sheet of S.S.L.C. students for the year 2014-2015

1. Sl. Nos. 1 to 10
2. Name : as desired by you
3. Subjects: English, Maths, Social Science, Kannada, Hindi
4. Enter the marks scored for 100 by each student 15
5. Find Total, Average, Result and Grade using the Formula. 6
6. Prepare Column chart for 1st five students and place it in a separate sheet. 2
7. Centre the heading to the table, apply borders and format your data. 2

[Turn over

Q. No. 3.

Design an attractive presentation using the following data :

25

Slide 1 : SINCHANA FIRST GRADE COLLEGE

Mysore Road, Mandya

Recognised by the Government of Karnataka

Slide 2 : A Seminar on Essentials of Computers in today's life

By experienced Faculties

Slide 3 : Seminar based on the Computer courses

Launched by the Government

- Office Automation
- Graphic Designer Course

Slide 4 : Training provided in association with the

Government approved Computer Institutes in the state.

Apply custom animation, slide transition, attractive design.

Q. No. 4.

Journalize the following transactions in the books of Mr. Ganesh for the month of June, 2010 :

25

1. Mr. Ganesh commenced business with cash Rs. 3,00,000
2. Purchased goods from Gangadhar Rs. 6,000 on credit
3. Deposited into Bank Rs. 40,000
4. Sold goods for Deepa 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. Purchase office machinery for cash Rs. 3,500
9. Withdrawn cash for personal use Rs. 500
10. Paid rent Rs. 2,700 by cheque.
