

ಸಂಖ್ಯೆ :

ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರೀಕ್ಷಾ ಮಂಡಳಿ

2015 ರ ಜುಲೈ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು

ತಂಡ : **E**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್

ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ

ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

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

GOVERNMENT OF KARNATAKA

Department of Public Instruction

No. P3 (Com) 111 /75-76
Office of the Joint Director,
of Public Instruction,
Belgaum Division,
Belgaum, dated 19th May, 1975

From

The Joint Director of Public Instructions
Belgaum Division,
BELGAUM.

To

The Additional Director
of Public Instruction (Exam)
BANGALORE.

Sir,

**Subject : Examination in Theory Subjects in Commerce — Provision
for answering in Kannada.**

The Principals in the state of some Commerce Institute have sought clarification whether the candidates appearing for Commerce Examination in

Theory subjects, viz, Elements of Commerce, Office Practice and Procedure, Banking Practice, Book Keeping and Accountancy, etc., are allowed to answer in Kannada Medium in the Public Examination conducted by the Karnataka Secondary Education Examination Board. They feel that they can present a large number of candidates to Examination if such a provision is made.

The suggestion made is a welcome one particularly when encouragement for Kannada is quite necessary at all levels. In view of the above, I request you kindly to make provision allowing the candidates to answer in the Kannada the theory Question paper in Commerce subject and communicate the orders at an early date.

Yours faithfully,

Joint Director

1. Type the letter as given. 15
2. Select Heading: Centre align, Bold, Colour: Pink, Font: Castellar, Font Size 16. 1
3. Select Sub-heading: Centre align, Bold, Colour: Blue, Font: Arial Black; Font Size 14 1
4. Right Align the From address (Office of the ... May 1975) 1
5. Align the "To" address similar to the "From" address format. 2
6. Number the paragraph "The suggestion made" as 2 and make separate paragraph from the text "In view of the above... and give para number as 3. 1
7. Cut the text "of some commerce institute" and paste it before the text "in the state" which is in the same line. 1
8. Right align the complimentary closing. ("Yours faithfully..... Joint Director) 2
9. Correct all spelling errors & set suitable page setup for the letter. 1

Q. No. 2.

Enter the following details in a Worksheet : 25

VISHWA INSTITUTE OF EDUCATION

Salary list for the month of June 2015

1. Sl. Nos. 1 to 10
2. Name of the Employees: Type names as desired by you
3. Designation: Director, Chairman, Vice Chairman, Principal, Manager, Asst Manager, Lecturer, Faculty, Assistant, Lab Assistant
4. Enter Basic Salaries as : 50,000, 45,000, 40,000, 38,000, 30,000, 23,000, 20,000, 18,000, 16000, 12,000 respectively 15
5. Find : HRA (25% of the Basic)
DA (18% of the Basic)
TA (15% of Basic)
ESI (10% of the Basic)
PF (12% of Basic) 5
6. Find the Gross Salary, Deduction and Net Salary 3
7. Centre the heading to the Table, apply borders and format the data. 2

[Turn over

Q. No. 3.

Design an attractive presentation using the following data : 25

Slide 1 : INCHARA INSTITUTE OF TYPEWRITING, SHORTHAND,
AND COMPUTER EDUCATION CENTRE
Jayanagar, Mysore
Recognised by the Government of Karnataka

Slide 2 : A Leading training providers in the field
of Stenography and Computer Education

Slide 3 : Admission started for
English/Kannada Typewriting
English/Kannada Shorthand
Computer Education

Slide 4 : Government approved certificates for all
the above courses from KSEEB

Apply custom animation, slide transition, attractive design.

Q. No. 4.

Journalize the following transactions in the books of Mr. Vignesh for the month of June, 2008 : 25

1. Mr. Vignesh commenced business with cash Rs. 3,30,000
 2. Purchased goods from Santosh Rs. 5,500 on credit
 3. Deposited into Bank Rs. 38,000
 4. Sold goods for Soumya Rs. 2,500
 5. Received interest Rs. 1,900
 6. Income tax payable Rs. 18,600
 7. Paid electricity bill Rs. 650 by cheque
 8. Purchased Computer for cash Rs. 20,000
 9. Withdrawn cash for personal use Rs. 700
 10. Paid rent Rs. 2,300 by cheque.
-
-