

ಸಂಖ್ಯೆ :

## ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರೀಕ್ಷಾ ಮಂಡಳಿ

2015 ರ ಜುಲೈ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು

ತಂಡ : **F**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್

ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ

ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

ದಿನಾಂಕ : 29. 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: "INSTRUMENTS"

Telephone : 666786

**THE BHARATH INSTRUMENT COMPANY LIMITED**

345, Gandhi Bazaar,  
Basavanagudi,  
Bangalore 560004  
No. BIC. 687/79

15th April 1979

Sri. K. MADHU SUDHAN,  
Prabhath Enterprises,  
346, III Block, Jayanagar Extension,  
Bangalore-560011.

Dear Sir,

**Sub : Appointment for Agents in Bangalore**

**Ref : Your letter dated 8th April 1979.**

Thank you very much for your letter referred to above regarding appointment of Agent for our products. We wish to inform you that we are prepared to give Agency subject to certain terms and conditions enumerated hereunder :

You are required to deposit a sum of Rs. 15,000/- with us and it will be refunded when your agency expires.

There should be sufficient accommodation to store the articles in relation to the demand of your products.

You must give us Bank Guarantee of Rs. 25,000/-.

You should pay the cost of products sent to you within a period of thirty days from the date of delivery of goods.

In case the above terms are acceptable to you, we will issue an appointment order. You are entitled to 15% commission on the total sales made by you, and to an additional commission of 2% on all goods for which you pay immediate cash on delivery.

Please send an early reply to enable us to take further action.

Yours faithfully,

for the bharath instruments co., ltd.,

Partner

1. Type the letter as given. 15
2. Select Heading: Centre align, Bold, Colour: Red, Font Size 16. 1
3. Right align From address (345, Gandhi bazaar ... Bangalore 560004) properly . 2
4. Align Sub & Ref as shown and make it bold. 1
5. Give numbering for the terms and conditions. 1
6. Replace the text 'Agents' with "Salesmen" in all places 2
7. Right align the complimentary closing properly. 2  
("Yours faithfully ..... Partner"), capitalize the marked text.
8. Correct all spelling errors & set suitable page setup for the letter. 1

Q. No. 2.

**Enter the following details in a worksheet :**

25

<b>VIJAY STORES</b>				
#234, Prajan Street, Chennai				
<b>BILL</b>				
Date : 24/2/2015				
Sl No.	Particulars	Rate/item Rs.	Qty	Amount
1.	Long Note Book	35	10	
2.	Small Note Book	30	8	
3.	Drawing Book	40	2	
4.	Scrap Book	39	1	
5.	Practical Book	60	6	
6.	Geometry Box	120	1	
7.	Pens (Packet)	150	1	
8.	Pencils (Packet)	60	2	
9.	Eraser	5	6	
10.	Sketch Pen	25	1	
		Grand Total		

1. Enter the details as shown above 15
2. Calculate the total amount for each item. 2
3. Find the Grand Total 1
4. Merge the cells of Date row and align the date to Right 2
5. Increase the height to 20 for the rows from Sl No. 1 to 10 and give equal width for columns **Sl No., Rate per item, Qty, Total** 3
6. Centre the headings, apply Borders and format your data. 2

[ Turn over

Q. No. 3.

**Design an attractive presentation using the following data :** 25

Slide 1 : ANUSHA ENGLISH HIGH SCHOOL  
Mines Road, Kolar  
Recognised by the Government of Karnataka

Slide 2 : 3 day Workshop on  
Importance of Typewriting Shorthand  
And Computers for SSLC students

Slide 3 : Workshop conducted by the experts in the particular  
field around the State.

Slide 4 : Focusing on New techniques in Data Entry system  
Certificates to all the participants

Apply custom animation, slide transition, attractive design.

Q. No. 4.

**Journalize the following transactions in the books of Mr. UMESH for the month of June 2008 :** 25

1. Mr. Umesh commenced business with cash Rs. 3,50,000
  2. Purchased goods from Santosh Rs. 7,500 on credit
  3. Deposited into Bank Rs. 18,000
  4. Sold goods for Soumya Rs. 3,500
  5. Received interest Rs. 1,800
  6. Income tax payable Rs. 17,400
  7. Paid electricity bill Rs. 800 by cheque
  8. Cash withdrawn from SBH bank Rs. 3,200
  9. Withdrawn cash for personal use Rs. 650
  10. Purchased office furniture for cash Rs. 5,000
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