

ಸಂಖ್ಯೆ :

## ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರೀಕ್ಷಾ ಮಂಡಳಿ

2016ರ ಜುಲೈ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು

**A**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 X**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್

ಲಿಖಿತ ಪರೀಕ್ಷೆ  
ಪ್ರಶ್ನೋತ್ತರ ಪತ್ರಿಕೆ

ದಿನಾಂಕ : 01. 07. 2016 ]

[ ಪರಮಾವಧಿ ಅಂಕಗಳು : 100

ಸಮಯ : ಬೆಳಿಗ್ಗೆ 10-30 ರಿಂದ 11-30 ರವರೆಗೆ ]

ನೋಂದಣಿ ಸಂಖ್ಯೆ :

ಪರೀಕ್ಷೆಯ ಕೊಠಡಿಯ ಮೇಲ್ವಿಚಾರಕರ ರುಜು ಮತ್ತು ದಿನಾಂಕ

ಅಭ್ಯರ್ಥಿಗಳಿಗೆ ಸೂಚನೆ :

1. ಉತ್ತರ ಬರೆಯಲು ಪ್ರಾರಂಭಿಸುವ ಮುಂಚೆ ನೋಂದಣಿ ಸಂಖ್ಯೆ ಮತ್ತು ವಿವರಗಳನ್ನು ಮುಖಪುಟದ ಮೇಲೆ ಅವುಗಳಿಗೋಸ್ಕರ ಇರುವ ಸ್ಥಳದಲ್ಲಿ ಬರೆಯಿರಿ. ಅಂಕಗಳನ್ನು ಬರೆಯುವುದಕ್ಕೆ ಬಿಟ್ಟಿರುವ ಸ್ಥಳದಲ್ಲಿ ಏನನ್ನೂ ಬರೆಯಬಾರದು.
2. ಉತ್ತರ ಪತ್ರಿಕೆಯ ಯಾವುದೇ ಭಾಗದಲ್ಲಿ ನಿಮ್ಮ ಹೆಸರನ್ನು ಬರೆಯಬಾರದು. ಹಾಗೆ ಬರೆದಲ್ಲಿ ಪರೀಕ್ಷೆಯಿಂದ ಡಿಬಾರ್ ಮಾಡಲಾಗುವುದು.
3. ನೀವು ಉತ್ತರಿಸುವ ಉತ್ತರ ಪತ್ರಿಕೆಯ ಸಂಕೇತ (ಎ, ಬಿ, ಸಿ, ಡಿ) ವನ್ನು ಪರಿಶೀಲಿಸಿಕೊಳ್ಳುವುದು.
4. ಉತ್ತರ ಪತ್ರಿಕೆಯೊಂದಿಗೆ ಯಾವುದೇ ಇತರೆ ಕಾಗದಗಳನ್ನು ಲಗತ್ತಿಸಬಾರದು.
5. ಹೆಚ್ಚಿನ ವಿವರಗಳಿಗೆ ನಿಮ್ಮ ಪ್ರವೇಶ ಪತ್ರದಲ್ಲಿ ಮುದ್ರಿತವಾಗಿರುವ ಸೂಚನೆಗಳನ್ನು ಓದಿ.

	ಪ್ರಶ್ನೆಯ ಸಂಖ್ಯೆ	ಅಂಕಗಳು
	I	
	II	
	III	
	IV	
(ಒಟ್ಟು ಅಂಕಗಳು ಅಕ್ಷರಗಳಲ್ಲಿ)	V	
	ಒಟ್ಟು	

ಪರೀಕ್ಷಕರ ರುಜು

ಸಂಕೇತ :

[ Turn over

**Computer Examinations, July-2016**  
**Office Automation**  
**( Theory )**

Time : 1 hour ]

[ Max. Marks : 100

- Instructions :**
- i) Write your Register Number properly.
  - ii) Do not tag extra sheet with this Booklet.
  - iii) Use **Blue / Black** ball point pen only.

I. Choose the correct answer :

20 × 1 = 20

1. Monitor output is called  
(A) hard copy (B) firm copy  
(C) soft copy (D) disk copy
2. .... command is used only to display the label and serial number of hard disk in DOS.  
(A) VOL (B) LABEL  
(C) SERIAL (D) VOLUME
3. Text or graphics that appears on the screen, when you leave the system idle for few minutes is called  
(A) desktop (B) wallpaper  
(C) screen saver (D) themes
4. The shortcut for opening an existing file is  
(A) Ctrl + E (B) Ctrl + O  
(C) Alt + E (D) Alt + O
5. The file you create in Excel is called  
(A) Spreadsheet (B) Worksheet  
(C) Workbook (D) Calculate sheet
6. Presentations are collection of  
(A) Pages (B) Sheets  
(C) Pictures (D) Slides
7. The shortcut to select a company is  
(A) F9 (B) Alt + F3  
(C) Shift + F3 (D) F1
8. The default font in Word is  
(A) Arial (B) Calibri  
(C) Algerian (D) Times New Roman
9. .... function is used to display only current date.  
(A) = TODAY ( ) (B) = DATE ( )  
(C) = NOW ( ) (D) = DAY ( )

10. .... provides formatting to the presentation like background, fonts and colour schemes.  
(A) Animation (B) Templates  
(C) Narration (D) Transition
11. .... is a document in which you record all your day to day transactions.  
(A) Ledger (B) Journal  
(C) Voucher (D) Group
12. The shortcut key for change case is  
(A) Alt + F3 (B) Shift + F3  
(C) Ctrl + F2 (D) Shift + F2
13. .... is a statement containing the Assets and Liabilities of a business.  
(A) Day book (B) Profit and loss account  
(C) Balance sheet (D) Stock summary
14. To cancel the most recent action ..... command is used.  
(A) Undo (B) Redo  
(C) Cancel (D) Close
15. By default, the text is ..... aligned in a cell.  
(A) Right (B) Left  
(C) Centre (D) Justify
16. The extension of PowerPoint file is  
(A) doc (B) pot  
(C) ppt (D) pwd
17. The address of 3<sup>rd</sup> row and 2<sup>nd</sup> column is  
(A) B3 (B) C2  
(C) C3 (D) B2
18. There are ..... predefined groups in Tally.  
(A) 17 (B) 15  
(C) 28 (D) 18
19. Access is a ..... package.  
(A) Database (B) Spreadsheet  
(C) Word processing (D) Presentation
20. .... controls formats of all slides using all layouts except the title slide.  
(A) Title master (B) Notes master  
(C) Slide master (D) Handout master

II. Fill in the blanks :

20 × 2 = 40

1. .... and .....  
are the two types of high level language.
2. .... icon gives a view of the storage devices connected to the computer and .....  
icon holds the deleted files and folders.
3. .... and .....  
are the 2 types of memory.
4. Windows is an ..... and the screen that appears as soon as we turn ON the computer is called .....
5. The 2 types of Page break are .....  
and .....
6. The physical structure of computer is termed as .....  
and the instructions given to the computer are called the .....
7. The command to create a directory is ..... and the command to remove a directory is .....
8. In Excel, as you type, your text appears in the .....  
and in the .....
9. The 3 panes of PowerPoint Window in Normal view are Outline pane,  
..... pane and ..... pane.

10. The shortcut to select all is ..... and the shortcut for spell check is .....
11. The 2 types of orientation are ..... and .....
12. .... and ..... rulers show you where your text is on the page.
13. In Excel, rows are identified by ..... and columns are identified by .....
14. Salary Ledger comes under ..... group and Wages Ledger comes under ..... group.
15. The minimum number of rows and columns that can be inserted in a table in PowerPoint is ..... and ..... respectively.
16. .... and ..... are the two types of addressing mode in Excel.
17. The shortcut to set the features in Tally is ..... and Configure is .....
18. The 2 ways of creating the database are ..... and .....
19. The shortcut for opening a New Presentation is ..... and the shortcut for inserting a New Slide is .....
20. The Rule for Nominal Account is Debit ..... and Credit .....

III. Write whether the statements are “True” or “False”. Do not write ‘T’ or ‘✓’, for True and ‘F’ or ‘X’ for False : 10 × 1 = 10

- 1. Computer can understand all languages. ....
- 2. Groups are collection of ledgers that are similar in nature of transaction. ....
- 3. In Windows, we cannot restore the deleted files. ....
- 4. We can add voice to your slides. ....
- 5. The extension of word file is doc. ....
- 6. Duplicate values are allowed in Primary Key. ....
- 7. By default, the grid lines get printed in Excel. ....
- 8. The shortcut for Purchase Voucher is F8. ....
- 9. Headers are the text that you can print at the top of every page. ....
- 10. The shortcut to Replace is Ctrl + H. ....

IV. Fill in the appropriate words for the following : 5 × 5 = 25

- 1. The 5 important parts of computer are
  - a) .....
  - b) .....
  - c) .....
  - d) .....
  - e) .....

- 2. The different types of view in Word are
  - a) .....
  - b) .....
  - c) .....
  - d) .....
  - e) .....
  
- 3. a) Title bar displays the names of
  - i) .....
  - ii) .....b) The 3 buttons at the right end of title bar are
  - i) .....
  - ii) .....
  - iii) .....
  
- 4. a) All calculations must begin with .....
  
- b) Arrange the operators according to the precedence :
  - i) + and -
  - ii) ( )
  - iii) \* and /
  - iv) ^
  - i) .....
  - ii) .....
  - iii) .....
  - iv) .....

5. Write the shortcuts for the following vouchers :

- a) Contra voucher .....
- b) Receipt voucher .....
- c) Payment voucher .....
- d) Sales voucher .....
- e) Journal voucher .....

V. Match the following. Match 'A' with 'B' and write the answers ( alphabets ) in the box provided :

5 × 1 = 5

<b>A</b>	<b>B</b>	<b>Answers</b>
1. Title case	(A) Storage device	1. <input type="checkbox"/>
2. Toggle case	(B) Input device	2. <input type="checkbox"/>
3. Scanner	(C) Network device	3. <input type="checkbox"/>
4. Plotter	(D) Capitalizes the first letter of each word	4. <input type="checkbox"/>
5. CD	(E) Converts capital to lower case and vice versa	5. <input type="checkbox"/>
	(F) Output device	

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