

ಸಂಖ್ಯೆ :

ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರೀಕ್ಷಾ ಮಂಡಳಿ

2016ರ ಜುಲೈ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು

C

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. command is used only to display the label and serial number of hard disk in DOS.
(A) VOL (B) LABEL
(C) SERIAL (D) VOLUME
2. The shortcut for opening an existing file is
(A) Ctrl + E (B) Ctrl + O
(C) Alt + E (D) Alt + O
3. Presentations are collection of
(A) Pages (B) Sheets
(C) Pictures (D) Slides
4. The default font in Word is
(A) Arial (B) Calibri
(C) Algerian (D) Times New Roman
5. provides formatting to the presentation like background, fonts and colour schemes.
(A) Animation (B) Templates
(C) Narration (D) Transition
6. The shortcut key for change case is
(A) Alt + F3 (B) Shift + F3
(C) Ctrl + F2 (D) Shift + F2
7. To cancel the most recent action command is used.
(A) Undo (B) Redo
(C) Cancel (D) Close
8. The extension of PowerPoint file is
(A) doc (B) pot
(C) ppt (D) pwd
9. There are predefined groups in Tally.
(A) 17 (B) 15
(C) 28 (D) 18

10. controls formats of all slides using all layouts except the title slide.
(A) Title master (B) Notes master
(C) Slide master (D) Handout master
11. Access is a package.
(A) Database (B) Spreadsheet
(C) Word processing (D) Presentation
12. The address of 3rd row and 2nd column is
(A) B3 (B) C2
(C) C3 (D) B2
13. By default, the text is aligned in a cell.
(A) Right (B) Left
(C) Centre (D) Justify
14. 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
15. is a document in which you record all your day to day transactions.
(A) Ledger (B) Journal
(C) Voucher (D) Group
16. function is used to display only current date.
(A) = TODAY () (B) = DATE ()
(C) = NOW () (D) = DAY ()
17. The shortcut to select a company is
(A) F9 (B) Alt + F3
(C) Shift + F3 (D) F1
18. The file you create in Excel is called
(A) Spreadsheet (B) Worksheet
(C) Workbook (D) Calculate sheet
19. 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
20. Monitor output is called
(A) hard copy (B) firm copy
(C) soft copy (D) disk copy

II. Fill in the blanks :

20 × 2 = 40

1. icon gives a view of the storage devices connected to the computer and icon holds the deleted files and folders.
2. Windows is an and the screen that appears as soon as we turn ON the computer is called
3. The physical structure of computer is termed as and the instructions given to the computer are called the
4. In Excel, as you type, your text appears in the and in the
5. The shortcut to select all is and the shortcut for spell check is
6. and rulers show you where your text is on the page.
7. Salary Ledger comes under group and Wages Ledger comes under group.
8. and are the two types of addressing mode in Excel.
9. The 2 ways of creating the database are and

10. The Rule for Nominal Account is Debit
and Credit
11. The shortcut for opening a New Presentation is
and the shortcut for inserting a New Slide is
12. The shortcut to set the features in Tally is
and Configure is
13. The minimum number of rows and columns that can be inserted
in a table in PowerPoint is and
..... respectively.
14. In Excel, rows are identified by and
columns are identified by
15. The 2 types of orientation are
and
16. The 3 panes of PowerPoint Window in Normal view are Outline pane,
..... pane and pane.
17. The command to create a directory is and
the command to remove a directory is
18. The 2 types of Page break are
and
19. and
are the 2 types of memory.
20. and
are the two types of high level language.

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

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

- 1. The different types of view in Word are
 - a)
 - b)
 - c)
 - d)
 - e)

- 2. a) All calculations must begin with
- b) Arrange the operators according to the precedence :
 - i) + and -
 - ii) ()
 - iii) * and /
 - iv) ^
 - i)
 - ii)
 - iii)
 - iv)

3. Write the shortcuts for the following vouchers :

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

4. a) Title bar displays the names of

- i)
- ii)

b) The 3 buttons at the right end of title bar are

- i)
- ii)
- iii)

5. The 5 important parts of computer are

- a)
- b)
- c)
- d)
- e)

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

5 × 1 = 5

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

