

ಸಂಖ್ಯೆ :

ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರೀಕ್ಷಾ ಮಂಡಳಿ

2016ರ ಜುಲೈ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು

D

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. 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
2. Monitor output is called
(A) hard copy (B) firm copy
(C) soft copy (D) disk copy
3. The file you create in Excel is called
(A) Spreadsheet (B) Worksheet
(C) Workbook (D) Calculate sheet
4. The shortcut to select a company is
(A) F9 (B) Alt + F3
(C) Shift + F3 (D) F1
5. function is used to display only current date.
(A) = TODAY () (B) = DATE ()
(C) = NOW () (D) = DAY ()
6. is a document in which you record all your day to day transactions.
(A) Ledger (B) Journal
(C) Voucher (D) Group
7. 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
8. By default, the text is aligned in a cell.
(A) Right (B) Left
(C) Centre (D) Justify
9. The address of 3rd row and 2nd column is
(A) B3 (B) C2
(C) C3 (D) B2

10. Access is a package.
(A) Database (B) Spreadsheet
(C) Word processing (D) Presentation
11. controls formats of all slides using all layouts except the title slide.
(A) Title master (B) Notes master
(C) Slide master (D) Handout master
12. command is used only to display the label and serial number of hard disk in DOS.
(A) VOL (B) LABEL
(C) SERIAL (D) VOLUME
13. The shortcut for opening an existing file is
(A) Ctrl + E (B) Ctrl + O
(C) Alt + E (D) Alt + O
14. Presentations are collection of
(A) Pages (B) Sheets
(C) Pictures (D) Slides
15. The default font in Word is
(A) Arial (B) Calibri
(C) Algerian (D) Times New Roman
16. provides formatting to the presentation like background, fonts and colour schemes.
(A) Animation (B) Templates
(C) Narration (D) Transition
17. To cancel the most recent action command is used.
(A) Undo (B) Redo
(C) Cancel (D) Close
18. The shortcut key for change case is
(A) Alt + F3 (B) Shift + F3
(C) Ctrl + F2 (D) Shift + F2
19. The extension of PowerPoint file is
(A) doc (B) pot
(C) ppt (D) pwd
20. There are predefined groups in Tally.
(A) 17 (B) 15
(C) 28 (D) 18

II. Fill in the blanks :

20 × 2 = 40

1. and
are the 2 types of memory.
2. The command to create a directory is and
the command to remove a directory is
3. The 2 types of Page break are
and
4. and
are the two types of high level language.
5. The 3 panes of PowerPoint Window in Normal view are Outline pane,
..... pane and pane.
6. The 2 types of orientation are
and
7. In Excel, rows are identified by and
columns are identified by
8. The minimum number of rows and columns that can be inserted
in a table in PowerPoint is and
..... respectively.
9. The shortcut to set the features in Tally is
and Configure is
10. The shortcut for opening a New Presentation is
and the shortcut for inserting a New Slide is

11. The Rule for Nominal Account is Debit
and Credit
12. The 2 ways of creating the database are
and
13. and
are the two types of addressing mode in Excel.
14. Salary Ledger comes under group
and Wages Ledger comes under group.
15. and
rulers show you where your text is on the page.
16. The shortcut to select all is and the
shortcut for spell check is
17. In Excel, as you type, your text appears in the
and in the
18. The physical structure of computer is termed as
..... and the instructions given to the
computer are called the
19. Windows is an and the
screen that appears as soon as we turn ON the computer is
called
20. icon gives a view of the storage
devices connected to the computer and
icon holds the deleted files and folders.

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

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

- 1. a) Title bar displays the names of
 - i)
 - ii)
- b) The 3 buttons at the right end of title bar are
 - i)
 - ii)
 - iii)

2. The 5 important parts of computer are

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

3. Write the shortcuts for the following vouchers :

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

4. The different types of view in Word are

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

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

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

$5 \times 1 = 5$

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

