

ಸಂಖ್ಯೆ :

## ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರಿಷತ್ ಮಂಡಳಿ

2016ರ ಜುಲೈ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು

ತಂಡ : **A**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್

ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ

ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

ದಿನಾಂಕ : 02. 07. 2016 ]

[ ಪರಮಾವಧಿ ಅಂಕಗಳು : 100

ಸಮಯ : ಬೆಳಿಗ್ಗೆ 10-30 ರಿಂದ ಮಧ್ಯಾಹ್ನ 12-30 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 ನಿಷೇಧಿಸಲಾಗಿದೆ.
4. ತಂಡ ಬದಲಾವಣೆಗೆ ಅವಕಾಶವಿಲ್ಲ.
5. ಪರೀಕ್ಷಾ ಕೇಂದ್ರದಲ್ಲಿ ಶಿಸ್ತಿನಿಂದ ನಡೆದುಕೊಳ್ಳುವುದು.

[ Turn over

**COMPUTER EXAMINATIONS, JULY, 2016**  
**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**

SUVARNA DAIRY FARM

Mob : 9884007750

No. SDL/25

No. 12, Silvan Villa,

Shimoga,

6<sup>th</sup> November 2014.

To

Dear Sir/Madam,

Subject : Milk and Milk Products.

Do you want pure and fresh milk at a moderate price ? We the Suvarna Dairy Farm which we have recently set up branches in all districts of the Karnataka will meet your requirements.

Our dairy farm is situated at the outskirts of the town where our cattles graze in fresh air and sunshine. They are given quality food containing soya beans. This is why Suvarna Milk is so creamy, delicious and rich in vitamins. All our milk products are tested and certified by Government Laboratory.

The demand for our products is continuously increasing and the leading hotels and hospitals of Karnataka have started using it. Please register with us your name and requirements by SMS.

Yours faithfully,  
For SUVARNA DAIRY FARMS

Dr. Shivanna  
Director.

1. Type the letter as given 15
2. Select Heading: Centre Align, Bold, Colour: Red, Font: Arial, Size 16 1
3. Right align **From** address and **Date** line properly 2
4. Align the complimentary closing properly (Yours faithfully .....Director) 1
5. Correct all spelling errors & set suitable page setup for the letter 1
6. Mail merge the letter for the following address : 5
  - The Manager, Kavya Dairy Products, Garden Road, Shimoga
  - The Proprietor, Chitra Buy and Save, Station Road, Shimoga
  - The Manager, Akshaya Hotel, River Raod, Shimoga
7. Select field names as [ First Name, Company Name, Address line 1, City ]  
( Rename field name First Name as Designation )

Q. No. 2

**Prepare the following Table in Excel.** 25

Production of Pulses in the following state in India during January 2012 to April 2012 :

( Figures in Tonnes )

Sl. No.	State	Jan 2012	Feb 2012	Mar 2012	Apr 2012
1.	Jammu & Kashmir	26215	27545	23575	33896
2.	Tripura	22195	23188	27245	23654
3.	Punjab	23167	23365	21287	25871
4.	Orissa	38489	33962	33752	25096
5.	Maharashtra	24817	25211	24860	26459
6.	Karnataka	33654	25895	33164	26457
7.	Haryana	26971	26200	26572	31789
8.	Gujarat	25895	26430	26378	34609
9.	Bihar	25713	25170	25115	27689
10.	Arunachal Pradesh	23789	25612	25529	20678

1. Enter the data as shown above 15
2. Insert a column at the end and give title as Total 1
3. Calculate the total production of Pulses from Jan 2012 to Apr 2012 in each state 2
4. Sort the table in ascending order of State wise 1
5. Add the row at the end and calculate the Total Pulses Production in each month from different states 2
6. Increase the row height to 20 and adjust the width to 10 for columns Jan 2012 to Apr 2012 2
7. Format the table with borders and with proper alignment. 2

[ Turn over

Q. No. 3

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

Slide 1 : MAHESH INSTITUTE OF TECHNOLOGY

Kundapur, Mangalore

Recognised by The Government of Karnataka

Slide 2 : Seminar on Awareness of Computer Education

For SSLC, PUC, UG &amp; PG Students at College Auditorium

Slide 3 : Government Introduced and Implemented

Two Essential Computer Courses

- Office Automation ( Basic )
- Graphic Designer Course ( Advanced )

Slide 4 : The Courses are approved by the Government of Karnataka

Examinations and Certificates by KSEEB

Apply custom animation, slide transition, and attractive design.

Q. No. 4

**Create Company by name Suja** 5**Create the necessary ledgers and journalize the following transactions in the books of Miss. Suja** 20

1. Suja commenced business with Cash Rs. 50,000
  2. Purchased computers from Logtech for Rs. 20,000
  3. Prepaid insurance Rs. 1,000
  4. Deposited into Mysore Bank Rs. 10,000
  5. Paid salary Rs. 5,000 by cheque
  6. Discount received Rs. 3,000
  7. Sold goods to Sudha Rs. 15,000
  8. Withdrew cash for personal use Rs. 3,000
  9. Goods returned from Sudha Rs. 6,000
  10. Paid Postage Rs. 200.
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