

ಸಂಖ್ಯೆ :

ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರಿಷತ್ ಮಂಡಳಿ

2016ರ ಜುಲೈ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು

ತಂಡ : **B**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್

ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ

ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

ದಿನಾಂಕ : 02. 07. 2016]

[ಪರಮಾವಧಿ ಅಂಕಗಳು : 100

ಸಮಯ : ಮಧ್ಯಾಹ್ನ 1-00 ರಿಂದ 3-00 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

Mob : 8863251958

KAMADHENU DAIRY PRODUCTS

No. 26, Main Road,
Kolar,
2nd May 2014

No. KDP/25

To

Dear Sir/Madam,

Subject : Supply of Dairy Products.

All needs healthy and hygienic dairy products at a reasonably price. We the Kamadhenu Dairy Products which we have recently set up branches in different parts of Karnataka will promise to meet your requirements.

Our dairy farm has land measuring over 20 acres is located at the out skirts of the town. We also supply other products like milk powder, curd, paneer and Ghee etc. Our employers has taken keen interest to look after the cattles. This is why our 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 continually increasing and the leading hotels and hospitals of Karnataka have started using it. Please register your requirements without any delay by giving us a ring.

Yours faithfully,
For KAMADHENU DAIRY PRODUCTS

Marketing Manager

1. Type the letter as given 15
2. Select Heading: Centre align, Bold, Colour: Magenta, Font: Elephant, Size 16 1
3. Right align **From** address & **Date** line properly 2
4. Right align the complimentary closing properly
(Yours faithfully Marketing Manager) 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, Kanva Dairy Products, Malur Road, Kolar
 The Proprietor, Big Bazaar, College Road, Kolar
 The Manager, Gokul Refreshments, KGF Road, Kolar
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

Uday Institute of Commerce and Computer Education

Result sheet — July 2015

Sl. No.	Name	English Typing Junior Grade		Office Automation	
		1 st Paper	2 nd Paper	1 st Paper	2 nd Paper
1	Manoj	67	90	89	76
2	Vinnu	89	56	83	54
3	Anish	78	67	92	67
4	Preetham	84	59	84	91
5	Harish	78	68	89	45
6	Vinitha	96	87	56	96
7	Keerthi	83	56	87	90
8	Divya	67	87	45	67
9	Sandhya	87	67	89	56
10	Banu	78	56	45	78

1. Enter the data as shown above. 15
2. Increase the row height to 30 1
3. Inset two columns after English Typing Junior Grade and two columns after Office Automation and give heading as Total and Average. 2
4. Calculate the total and average of each student in Typing and Office Automation. 2
5. Find the highest marks in Typing and Office Automation. 2
6. Sort the data (Name wise-ascending order) 1
7. Center the headings, apply borders and format. 2

[Turn over

Q. No. 3.

Design an attractive presentation using the following data : 25

Slide 1 : HARISH COMMERCE EDUCATION SOCIETY

Mangalore

Recognised by the Government of Karnataka

Slide 2 : Introducing Summer Crash Course to provide free Computer Education
for the School Children

* Certificate in Information Technology

* Certificate in Graphic Design

Slide 3 : Quality training from Excellent Professionals
with Course Materials

Slide 4 : Never Miss this Golden Opportunity

For Enquiries contact

Manager

Apply custom animation, slide transition, and attractive design.

Q. No. 4

Create Company by name Vijay 5

**Create the necessary ledgers and journalize the following transactions
In the book of Mr. Vijay** 20

1. Vijay commenced business with cash Rs. 75,000
2. Bought goods from Sharan on credit Rs. 2,000
3. Outstanding Salary Rs. 3,000
4. Paid into SBI bank Rs. 20,000
5. Received commission from Bharath Rs. 1,000
6. Sold goods to Arvind for cash Rs. 5,000
7. Withdrew cash from office for personal use Rs. 1,200
8. Goods returned to Sharan Rs. 1,000
9. Paid Telephone bill Rs. 800
10. Purchased Office Furniture for Cash Rs. 15,000.
