

ಸಂಖ್ಯೆ :

## ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರಿಷತ್ ಮಂಡಳಿ

2016ರ ಜುಲೈ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು

ತಂಡ : **C**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್

ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ

ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

ದಿನಾಂಕ : 02. 07. 2016 ]

[ ಪರಮಾವಧಿ ಅಂಕಗಳು : 100

ಸಮಯ : ಮಧ್ಯಾಹ್ನ 3-30 ರಿಂದ ಸಂಜೆ 5-30 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**

**SUDEEP TRADING CORPORATION**

Kuvempu Nagar,  
Mysore,  
18<sup>th</sup> February 2014.

No. STC/220/14

Dear Sir/Madam

Sub : Dealership to Sale Electronic goods.

With reference to the above, we are glad to inform you that at present we have not appointed any dealers in your place. We are very much pleased to appoint you as one of our sole distributors in your district. We are enclosing herewith the papers pertaining to the business. Please read thoroughly the terms and conditions and reply at the earliest through mail.

We are also enclosing herewith the goods list and specifications of all types of products for your kind information. Our goods are not only of high quality but also available at the reasonable price. We have a special team of experts who are catering to the needs of all our customers.

If you need any more information please feel free to call any of our branches. Looking forward for your kind co-operation in the near future also.

With kind regards,

Yours faithfully,  
For SUDEEP TRADING CORPORATION

Marketing Executive.

1. Type the letter as given 15
2. Select Heading: Centre Align, Bold, Colour: Purple, Font : Georgia, Size 16 1
3. Right align **From** address and **Date** line properly 2
4. Align the complimentary closing properly  
( Yours faithfully ..... Marketing Executive ) 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, Kaveri Trading Corporation, Bangalore Road, Mandya  
The Proprietor, Mohith Electronics Palace, Ashwith Plaza, Maddur  
The Manager, Chamundi Electronics Zone, Mysore Road, Channapatna
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 :**

25

Siddhu Computers  
Kamanahalli, Bangalore  
Sales Receipt

Sl. No.	Description	Qty	Unit Price	Amount
1.	Keyboard	5	350	
2.	Mouse	10	250	
3.	Monitor	7	5500	
4.	Hard disk	5	6000	
5.	SMPS	5	900	
6.	RAM	7	1800	
7.	Cabinet	5	2250	
8.	DVD Drive	8	1750	
9.	Speakers	4	3500	
10.	Printer	3	5500	
			Total	
			Sales tax 5%	
			Grand total	

1. Enter the details as shown above. 15
2. Calculate the amount for each item. 2
3. Find the Total. 1
4. Insert Current Date using Function. 1
5. Merge the cells of Receipt No. and Right align the Receipt No. 2
6. Calculate the Sales Tax and find the Grand total 2
7. Format the Table with borders and do the necessary alignment. 2

[ Turn over

Q. No. 3.

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

Slide 1 : MANJUNATH INTERNATIONAL HIGH SCHOOL  
Mallur, Chitradurga  
Recognised by the Government of Karnataka

Slide 2 : Launching 4 New Labs

- Computer Lab
- English Lab
- Smart Classes
- Science Lab

Slide 3 : Quality training from Excellent Professors for Science and English Lab  
with free Course Materials

Slide 4 : This will help students to improve their skills.

Apply custom animation, slide transition and attractive design.

Q. No. 4.

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

1. Sudhakaran commenced business with Cash Rs. 65,000
2. Prepaid insurance Rs. 3,000
3. Purchased computers from Varsh Computers for Rs. 27,000
4. Deposited into Corporation Bank Rs. 10,000
5. Discount received Rs. 5,000
6. Paid Salary Rs. 7,000 by cheque
7. Sold goods to Raja Rs. 17,000
8. Paid Postage Rs. 300
9. Withdrawn cash for personal use Rs. 6,000
10. Goods returned from Raja Rs. 10,000.

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