

ಸಂಖ್ಯೆ :

ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರಿಷತ್ ಮಂಡಳಿ

2016ರ ಜುಲೈ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು

ತಂಡ : **D**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್

ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ

ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

ದಿನಾಂಕ : 04. 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

GOLBE BOOK MANUFACTURING COMPANY

Sultanpet,
Bangalore,

NO. GBMC/65/13

14th January 2013.

To

Dear Sir/Madam

Subject : Supply of Books and other Stationeries.

You are aware that we have been supplying stationery articles for the past 10 years. Now we had set up a new plant with advanced machines in the industrial area near Tumkur. So now we are in a position to supply bulk orders without any delay. As you know that our products are made with high quality materials and liked by one and all.

Our representative will visit you early in the month of March and will discuss regarding the products available to you. During his visit please place your requirements by filling the order form. The goods will be delivered at your doorstep by our own vans.

Assuring you of our best service at all times.

Yours faithfully,

for GLOBE BOOK MANUFACTURING COMPANY

Proprietor

1. Type the letter as given 15
2. Select Heading: Centre Align, Bold, Colour: Green, Font: Cambria, Size 16 1
3. Right align **From** address and **Date** line properly 2
4. Align the complimentary closing properly (Yours faithfully
..... Proprietor) 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 Principal, Vidya College of Education, Peenya, Bangalore
The Proprietor, Chandra Stationeries, Basavanagar, Bangalore.
The Manager, Shilpa Education Trust, Hebbal, Bangalore.
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

St. Philomena Women's College

Payroll statement for the Month of August 2015

Sl. No	Name	Designation	Basic	TA	CCA	HRA	PF	ESI	Gross Sal	Deduction	Net Sal

Enter the required details in the table :

1. Sl. Nos. 1 to 8
2. Name (As desired by you)
3. Designation :
Director, Chairman, Principal, Manager, Lecturer, Clerk, Assistant, Faculty
4. Basic Salary :
60,000, 55,000, 50,000, 48,000, 40,000, 35,000, 32,000, 30,000. 15
5. Calculate the following :
TA (10% of Basic)
CCA (15% of Basic)
HRA (20% of Basic)
PF (18% of Basic)
ESI (12% of Basic) 5
6. Find the Gross salary, Deduction and Net Salary. 3
7. Format the table with borders and align properly. 2

[Turn over

Q. No. 3.

Design an attractive presentation using the following data : 25

Slide 1 : VANISHREE INSTITUTION OF TYPEWRITING
AND SHORTHAND
Mysore
Recognised by the Government of Karnataka

Slide 2 : Welcome to the Inauguration function of
New Typewriting Shorthand Education Centre
At the heart of the city.

Slide 3 : The following Computer Education courses will
be introduced from the next academic year.
1. Office Automation &
2. Graphic Designer course.

Slide 4 : All the Courses are approved by the Government of Karnataka
Examinations & Certificates will be issued by KSEEB
Apply custom animation, slide transition, attractive design.

Q. No. 4.

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

1. Vijith started business with Cash Rs. 70,000
 2. Took loan from bank Rs. 50,000
 3. Bought goods for cash Rs. 25,000
 4. Paid electricity bill Rs. 1,200 by cheque
 5. Paid Interest on loan Rs. 5,000
 6. Discount received Rs. 1,000
 7. Sold goods to Raj Rs. 10,000
 8. Goods returned from Raj Rs. 5,000
 9. Withdrew cash for personal use Rs. 7,000
 10. Income Tax Payable Rs. 3,000.
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