

ಸಂಖ್ಯೆ :

ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರಿಷತ್ ಮಂಡಳಿ

2016ರ ಜುಲೈ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು

ತಂಡ : **E**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್

ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ

ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

ದಿನಾಂಕ : 04. 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 directed : 25

SWAPNA BOOK TRADING CORPORATION

Cubbonpet,
Bangalore,
25th February 2013

NO. SBTC/52/13

To

Dear Sir/Madam

Subject : Supply of Stationery materials

You are aware that we have been supplying stationery articles for the past 20 years. We have a big Godown near Yashvanthpur and is equipped with all materials which is required by you. In addition we are collaborating with branded stationary manufacturers. This allows us to give special discount on all stationery materials.

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 SWAPNA BOOK TRADING CORPORATION

Proprietor

1. Type the letter as given. 15
2. Select Heading: Centre Align, Bold, Colour: Red, Font: Arial, Font 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, Manasa First Grade College, SIT Road, Tumkur
The Principal, Suryodaya College, Sapthagiri Extension, Tumkur
The Principal, Jnanodaya Education Society, MG Road, Tumkur
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

V K Chocolate World
Malleshwaram Road, Bangalore
Bill

Date : 24/11/2015

Receipt No. : 123

Sl. No.	Description	Qty	Unit Price	Amount
1.	Kinder Joy	50	30	
2.	Dairy Milk Silk	100	78	
3.	Perk	75	10	
4.	5 Star	80	15	
5.	Munch	70	5	
6.	Coffee Rich	125	80	
7.	Snickers	90	20	
8.	Kit Kat	100	30	
9.	Milky Bar	50	15	
10.	Gems	30	20	
			Total	
			Discount 5%	
			Grand Total	

1. Enter the details as shown above. 15
2. Calculate the Amount for each item. 2
3. Calculate the Discount and Grand Total. 2
4. Merge the cells of Receipt No. and Right align the Receipt No. 1
5. Increase the row height to 25 for the rows from Sl. No. 1 to 10 1
6. Sort the table in descending order of their Amount. 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 : SHESHU COMPUTER TECHNOLOGY
KOLAR
Registered and Recognised by the Government of Karnataka

Slide 2 : Conducting two Computer courses

- Office Automation
- Graphic Designer Course

Syllabus as prescribed by the Government.

Slide 3 : Eligibility :
SSLC pass for Basic Course (Office Automation)
SSLC with OA for Advanced Course (Graphic Designer Course)

Slide 4 : Become a Skilled Computer Professional by learning the courses
For Admission Contact
Centre Manager
Ph : 9876543210

Apply custom animation, slide transition, attractive design.

Q. No. 4.

Create Company by name Akshay 5

Create the necessary ledgers and journalize the following transactions in the books of Mr. Akshay. 20

1. Akshay commenced business with cash Rs. 80,000
 2. Purchased Motor Vehicle Rs. 30,000
 3. Bought goods from Sumi Electronics Rs. 30,000
 4. Deposited into Axis Bank Rs. 10,000
 5. Received interest Rs. 3,000
 6. Paid Paper bill Rs. 300
 7. Withdrew cash for personal use Rs. 2,000
 8. Sold goods to Chandru on credit Rs. 5,000
 9. Depreciation on Motor Vehicle at 5%
 10. Paid tax Rs. 3,000.
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