

ಸಂಖ್ಯೆ :

ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರಿಷತ್ ಮಂಡಳಿ

2016ರ ಜುಲೈ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು

ತಂಡ : **F**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್

ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ

ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

ದಿನಾಂಕ : 04. 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

KUSUMA BANK LIMITED

No. KBL/175/13

Hampi Nagar
Bengaluru,
20th November 2013.

Dear Sir/Madam

Sub : Opening New Branches.

We have a great pleasure to state that we have been recognized as one of the best bank in the city. We have got our branches all over the state except in your city. Therefore we have planned to utilize this opportunity to open a branch at your city. I am sure you will consider this as a new year gift to the people of your city.

In this regard, I would like to bring to your kind notice that all the required formalities have been completed at our legal section and as soon as the receipt of final approval, I will be in a position to intimate the exact date from which the branch in your city will come into force.

Thanking you,

Yours faithfully
For KUSUMA BANK LIMITED

Branch Manager

1. Type the letter as given. 15
2. Select Heading: Centre Align, Bold, Colour: Blue, Font : Century, Size 16. 1
3. Right align **From** address and **Date** line properly 2
4. Align the complimentary closing properly
(Yours faithfully Branch 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 Senior Manager, Kusuma Bank Limited, Head Office, Mangalore
The Director, Kusuma Bank Limited, Head Office, Mangalore
The Branch Manager, Kusuma Bank Limited, Regional Office, 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

25

Alma Engineering Works

Payroll statement for the Month of August 2015

Sl No	Name	Designation	Basic	TA	DA	HRA	PF	ESI	Gross Sal	Deduction	Net Sal
1											
2											
3											
4											
5											

Enter the Required details in the table

1. Sl Nos. 1 to 8
2. Name (As desired by you)
3. Designation :
Chairman, Managing Director, President, Vice-president, General Manager, Asst. General Manager, Sr. Officer, Officer
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 (12% of Basic)
DA (18% of Basic)
HRA (20% of Basic)
PF (15% of Basic)
ESI (10% 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 : ANUPAMA INSTITUTIONS OF COMMERCE
Shankarnagar, Bangalore
Recognised by the Government of Karnataka

Slide 2 : Launching 2 Computer course along with
Typewriting and Shorthand

- Basic
- Desk Top Publishing

Slide 3 : Quality training from Excellent Professionals
Along with free Course Materials

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 Nandha 5**Create the necessary ledgers and journalize the following transactions
in the books of Mr. Nandha** 20

1. Nandha started business with cash Rs. 90,000
 2. Bought goods from Harini Rs. 10,000 on credit
 3. Paid TA Rs. 1,000
 4. Received commission Rs. 3,000
 5. Sold goods to Avinash Rs. 5,000
 6. Outstanding repairs Rs. 2,000
 7. Deposited into Vijaya Bank Rs. 6,000
 8. Withdrew cash for personal use Rs. 3,000
 9. Paid salary Rs. 6,000 by cheque
 10. Withdrew cash from Vijaya Bank Rs. 4,000 for petty cash.
-
-