

ಸಂಖ್ಯೆ :

ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರಿಷತ್ ಮಂಡಳಿ

2016ರ ಜುಲೈ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು

ತಂಡ : **G**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್

ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ

ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

ದಿನಾಂಕ : 05. 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

ABC Company

#123, Sampige Road,
14th Main, 6th Cross,
Malleshwaram,
Bangalore

15 April 2015

No. ABC/033/02

To

Dear Sir/Madam

It was a pleasure meeting you at the conference last week. As we discussed, I sincerely, believe that the widget gizmo produced by ABC Company, can greatly streamline your production process. If you are still willing, I would like to bring some of the key members of my team along with me to meet with you at Pet Supply Provider, Inc. We would like to give you an overview of our services and discuss with you the best plan to suit your needs.

Meeting in person would allow us to fully evaluate your wants and needs. Our team is available to meet any time this week or next. Please let me know, at your earliest convenience, when you would be available.

Cordially,
For ABC Company,

Suman
Vice President
9925487562
suman@abccompany.com
www.abccompany.com

1. Type the letter as given. 15
2. Select Heading: Centre Align, Bold, Colour: Red, Font : Arial, Size 16. 1
3. Right align **From** address and **Date** line properly 2
4. Align the complimentary closing properly
(Cordially www.abccompany.com) 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, Karthik Inc, #222, Garden B Town Road, Kundapur
The Chairman, Chandana Pvt. Ltd., #22, Station Road, Shimoga
The Director, Akshay Co. Ltd., #115, BHEL Road, 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

Production of vegetables in the following states in India during June, 2012 to September, 2012

(Figures in Tonnes)

Sl. No.	State	Jun 2012	Jul 2012	Aug 2012	Sep 2012
1	Karnataka	32221	34434	12212	65623
2	Uttar Pradesh	32432	34343	85454	95656
3	Telangana	34321	32423	12154	56326
4	Haryana	32432	54523	41212	65656
5	Maharashtra	34345	23434	54542	94653
6	Karnataka	43242	45423	52121	85622
7	Bihar	32432	32436	12566	85656
8	Gujarat	54545	56432	69955	59846
9	Arunachal Pradesh	23434	34533	23232	65675
10	Tamil Nadu	34343	43534	65689	56656

1. Enter the data as shown above. 15
2. Insert a column at the end and give title as Total 1
3. Calculate the total production of Vegetables from June 2012 to September 2012 in each state 2
4. Sort the table in ascending order of State-wise 1
5. Add the row at the end and calculate the Total Vegetable Production in each month from different states 2
6. Increase the row height to 22 and adjust the width to 10 for Columns June 2012 to September 2012 2
7. Format the table with borders and with proper alignment. 2

[Turn over

Q. No. 3.

Design an attractive presentation using the following data : 25

Slide 1 : KARNATAKA INSTITUTE OF TECHNOLOGY
Mangalore
Recognised by the Government of Karnataka

Slide 2 : Seminar on Awareness of Digital Literacy
For SSLC, PUC Students at CKC College Auditorium

Slide 3 : Government Introduced and Implemented
Two Levels in Digital Literacy Courses

- Level I (Basic)
- Level II (Advanced)

Slide 4 : The Courses are approved by the Government of India
Examinations and Certificates by NSDC.

Apply custom animation, slide transition, attractive design.

Q. No. 4.

Create Company by name Srinidhi 5**Create the necessary ledgers and journalize the following transactions
in the books of Miss Srinidhi** 20

1. Srinidhi commenced business with Cash Rs. 65,000
 2. Purchased chairs from Woodfurni for Rs. 22,000
 3. Prepaid insurance Rs. 2,000
 4. Deposited into Karnataka Bank Rs. 12,000
 5. Paid Salary Rs. 7,000 by cheque
 6. Discount received Rs. 2,500
 7. Sold goods to Sunitha Rs. 18,000
 8. Withdrew cash for personal use Rs. 4,500
 9. Goods returned from Sunitha Rs. 6,500
 10. Paid Postage Rs. 150.
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