

ಸಂಖ್ಯೆ :

ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರಿಷತ್ ಮಂಡಳಿ

2016ರ ಜುಲೈ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು

ತಂಡ : **H**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್

ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ

ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

ದಿನಾಂಕ : 05. 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 stated below. 25

Mob : 9882207728

CONSOLIDATED MARKETING AGENCIES

135, 2nd Cross Road
Hebbal
Bangalore-560 008
2nd January 2014

No. CMA 445/22-11
To

Dear Sir,

We thank you for the kind courtesy extended to our Manager when he called you to discuss your requirement for 2 KVA Servo voltage stabilizers.

CONSUL Stabilizers are designed keeping in mind the erratic power supply position in our country. Behind the design and engineering of CONSUL Stabilizers, there is experience of 10 years marketing power conditioning equipments all over India. We as the manufacturers and marketing organization for CONSUL servo voltage stabilizers, take pleasure in enclosing our formal offer for your requirements.

CONSUL Stabilizers have been tested by Electronics Test and Development Institute and approved by ISO company and original equipment manufacturers. We hope our offer meets with your requirement and look forward to the pleasure of receiving your order.

Yours faithfully

For CONSOLIDATED MARKETING AGENCIES

Director

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
(Yours faithfully Director) 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 Secretary, Karnataka Legislature, Vidhana Soudha, Bangalore
The Manager, Alpha Infortech, Jalahalli, Bangalore
The Senior Manager, Subramanya Techworld, Banaswadi, 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

Swathi Computer Education

Delhi

Number of students appeared and Number of students passed
in Computer Examinations held in the
Month of June 2015

Sl. No.	Subject	Number Appeared	Passed in		
			First Class	Second Class	Third Class
I	Certificate Courses				
1.	Certificate in Information Technology	125	26	72	20
2.	Certificate in Programming	300	35	125	108
3.	Certificate in Web Designing	217	75	102	56
II	Diploma Courses				
1.	Diploma in Computer Application	1200	375	401	389
2.	Diploma in Computer Programming	789	260	150	311
3.	Diploma in Hardware & Networking	545	134	156	62

1. Enter the data as shown above 15
2. Add a column at the end by name Total and find the total number of students passed in each course. 2
3. Insert a row before Diploma Course and find the total number of Students passed in First, Second and Third Class in Certificate Courses. 2
4. Merge three cells after the Column "Number Appeared" and centre the heading "Passed in" 1
5. Insert a row at the end and find the total number of Students passed in First, Second, Third Class in Diploma Courses 2
6. Increase the row height to 45 1
7. Apply borders and format your data. 2

[Turn over

Q. No. 3.

Design an attractive presentation using the following data : 25

- Slide 1 : Brigade Group
Marathalli Road, Bangalore
- Slide 2 : Launching BRIGAD PLUMERIA Houses
At South Bangalore
900 Sq.ft.
Starting 50 Lakhs
- Slide 3 : Facilities :
- Living, dining and kitchen : vitrified tiles
 - Master bedroom : Laminated wooden flooring
 - Other bedrooms : Vitrified tiles
 - Toilets : Ceramic tiles
 - Kitchen and Utility : Vitrified tiles
 - Terrace : Clay tiles with water proofing.
- Slide 4 : For More details contact :
Brigade Groups,
www.brigadegroups.com
help@brigaderoups.com
1800-000-1123

Apply custom animation, slide transition and attractive design.

Q. No. 4.

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

1. Bindhu commenced Business with Cash Rs. 50,000
 2. Deposited into HDFC Bank Rs. 20,000
 3. Bought goods for cash Rs. 15,000
 4. Withdrew money Rs. 10,000 from HDFC Bank for Petty Cash
 5. Sold Goods to Ravi for Cash Rs. 45,000
 6. Outstanding Tax Rs. 1,600
 7. Received Commission from Vivek Rs. 15,000
 8. Purchased Plant & Machinery Rs. 20,000
 9. Withdrew cash for Personal Use Rs. 5,000
 10. Depreciation on Plant & Machinery 6%.
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