

ಸಂಖ್ಯೆ :

ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರಿಷತ್ ಮಂಡಳಿ

2016ರ ಜುಲೈ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು

ತಂಡ : **I**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್

ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ

ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

ದಿನಾಂಕ : 05. 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

Mob : 9882207988

KNG Air Conditioning Center

255 West Street,
Kolar,

September 30, 2010

No. KNG/44/11

To :

Dear Sir/Madam

As you requested, please allow me to present our recommendation for KNG Air Conditioning System.

After thoroughly analyzing your company management and engineering requirements, we believe that KNG Air Conditioning System will provide maximum return on your investment.

For one reason, the KNG Air Conditioning System protects you against obsolescence in the near future because the equipment to be installed will be a modular design to which you may add additional units as the need arises. Secondly, the design provides flexibility so that it is possible for your company to adjust it to any special conditions as your company grows up.

We believe that you will find this system practical, efficient, and economical for your company any time. We hope this information will make you decide the right Air Conditioning System.

Sincerely yours

Vasu
Sales Manager

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
(Sincerely yours Sales 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 Director, Sukruth Electronics, Old Madras Road, Bangalore
The Senior Manager, The Subramanya Company Ltd., Railway Station
Road, Hubli.
The Divisional Head, Prithvi Company Ltd., Magadi Road, Shirsi.
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

Prashan Stationery Shop

Statement showing the Sales of Pens from 2000-2003

Sl. No.	Name of the Pen	2000	2001	2002	2003
1.	Cello	9200	8750	6800	9004
2.	Reynolds	5900	6400	6150	6290
3.	Parker	8990	7910	7140	8910
4.	Rainbow	6990	5515	7182	7400
5.	Liquid Gel	5430	4830	6200	6110
6.	Hero	4410	6300	5310	6210
7.	Montex	4890	2600	5200	6812
8.	Racer Gel	6320	8500	6900	2708
9.	Pointec	2340	7305	2910	8723
10.	Flair	8712	3505	8300	7012

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 Sales of each pen from 2000-2003 2
4. Add row at the end and calculate the total sales of all pens during the entire year 2
5. Increase the row height to 25 and adjust the width to 10 for Columns 2000-2003 2
6. Sort the table by Pen Name in ascending order 1
7. Format the table with borders and proper alignment. 2

[Turn over

Q. No. 3.

Design an attractive presentation using the following data : 25

Slide 1 : Century Mattresses
KKR Marketing, Shanthinagar, Bangalore

Slide 2 : Launching 2 shops at

- Yelahanka
- Jalahalli

Slide 3 : Century Mattress — Complete Comfort Offer

- Flat 15% off
- 2 pillow
- 1 bed-sheet

Free with every Century Mattress

Slide 4 : Available in all leading outlets
For more information call : 080-22221111
Email : info@centuryindia.com
www.centuryindia.com

Apply custom animation, slide transition, and attractive design.

Q. No. 4.

Create Company by name Vanitha 5**Create the necessary ledgers and Journalize the following transactions in the book of Mrs. Vanitha** 20

1. Vanitha commenced business with cash Rs. 70,000
 2. Purchased Goods from Anand for credit Rs. 50,000
 3. Deposited into Karur Vysya Bank Rs. 20,000
 4. Paid Wages Rs. 7,000
 5. Prepaid Salary Rs. 12,000
 6. Discount Received from Shaku Electronics Rs. 8,000
 7. Withdrew cash for personal use Rs. 8,500
 8. Sold Goods to Thejas Rs. 35,000
 9. Withdrew money from Karur Vysya Bank Rs. 6,000
 10. Goods returned from Thejas Rs. 10,000
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