

ಸಂಖ್ಯೆ :

## ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರಿಷತ್ ಮಂಡಳಿ

2016ರ ಜುಲೈ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು

ತಂಡ : **J**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್

ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ

ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

ದಿನಾಂಕ : 07. 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**

GOVERNMENT OF KARNATAKA

No. GOV/DHI/11CEO/15

From :

The Chief Electrol Officer,  
Shehsari puam Road,  
Bangalore-560 002

Chief Electrol Officer  
Bangalore — 56001  
Dated : 26<sup>th</sup> August 2014

To :

Dear Sir/Madam

Subject : Supply of Seals

We are sending seals of Election Commission of India. It is requested that the seals may be supplied to the returning officers at the rate of one for each constituency of an Assembly.

The officer have been asked by the commission to bring to our notice that if any irregularities are noticed for misusing the seals. After completing the election work, the seals are to be returned to the Election Commission Office, New Delhi by hand or by speed post.

Yours faithfully

Chandu  
Chief Electrol Officer

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 ..... Chief Electrol Officer ) 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 District Commission, Hassan District, Hassan  
The District Commission, Kolar District, Kolar  
The District Commission, Tumkur District, Tumkur.
7. Select field names as [ First Name, Address line 1, City ]  
( Rename field name First Name as Designation ).

Q. No. 2.

**Prepare the following Table in Excel** 25  
**Shanmuga Elecronics**

#123, Smith Road,  
Avenue Road,  
Chennai  
Date : 25/11/2015

No. 911

**INVOICE**

Sl. No.	Particulars	Quantity	Rate	Amount
1.	Cathode Ray Tube	2	3950	
2.	Fuses	4	05	
3.	Audio Heads	5	415	
4.	Video Heads	6	700	
5.	Switching Transformer	2	125	
6.	Electronic Tuner	6	265	
7.	Line Output Transformer	8	550	
8.	Power Transformer	10	390	
9.	Capacitors	100	90	
10.	IC	50	280	
			Total	
			Total	
			Sales Tax 6%	
			Grand Total	

1. Enter the data as shown above. 15
2. Calculate the amount for each item. 2
3. Find the Total. 1
4. Sort the Table by Amount–Descending Order. 1
5. Reduce the width of **Particulars** Column and wrap the Text in that Column 2
6. Calculate the Sales Tax and find the Grand Total 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 :** 25Slide 1 : GOKULDAS EXPORTS LTD.,  
Bala Bhavan, Near Hotel Askoka, Palace Ground, Bangalore

Slide 2 : Trendy Fashion Clothing for Men, Women and Kids

Slide 3 : M E G A S A L E !!!

**For Mens :**

Jackets and Coats

T Shirts

Blazers

Jeans

**For Women :**

Sarees

Kurtas

Jeans

T-Shirts

**For Kids :**

Night Suits

Jackets

T Shirts

Jeans

Frocks

Slide 4 : Note :

Flat 20% off on purchase of above 2,000/-

Fixed Price No Bargain

Goods once sold, cannot be returned.

Apply custom animation, slide transition, and attractive design.

Q. No. 4.

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

1. Nandhini started business with Cash Rs. 75,000
2. Paid Petrol Expense to Mr. Jeevan Rs. 1,950
3. Purchased UPS from Prabha Electronics Rs. 23,000
4. Interest Received from Mr. Ashok Rs. 4,800
5. Deposited into SBM Bank Rs. 32,000
6. Interest received from Gajendran Rs. 5,000
7. Sold Goods to Mr. Charles Rs. 12,000
8. Withdrew money from SBM Rs. 12,500 for Petty Cash
9. Paid Service Charge to Murthy Rs. 2,500
10. Prepaid Rent Rs. 8,500.

