

ಸಂಖ್ಯೆ :

ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರೀಕ್ಷಾ ಮಂಡಳಿ
2019ರ ಜನವರಿ / ಫೆಬ್ರವರಿ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು

B

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 X**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್
ಲಿಖಿತ ಪರೀಕ್ಷೆ
ಪ್ರಶೋತ್ತರ ಪತ್ರಿಕೆ

ದಿನಾಂಕ : 30. 01. 2019]

[ಗರಿಷ್ಠ ಅಂಕಗಳು : 100

ಸಮಯ : ಬೆಳಿಗ್ಗೆ 10-30 ರಿಂದ ಮಧ್ಯಾಹ್ನ 11-30 ರವರೆಗೆ]

ನೋಂದಣಿ ಸಂಖ್ಯೆ :

ಪರೀಕ್ಷೆಯ ಕೊಠಡಿಯ ಮೇಲ್ವಿಚಾರಕರ ರುಜು ಮತ್ತು ದಿನಾಂಕ

ಅಭ್ಯರ್ಥಿಗಳಿಗೆ ಸೂಚನೆ :

1. ಉತ್ತರ ಬರೆಯಲು ಪ್ರಾರಂಭಿಸುವ ಮುಂಚೆ ನೋಂದಣಿ ಸಂಖ್ಯೆ ಮತ್ತು ವಿವರಗಳನ್ನು ಮುಖಪುಟದ ಮೇಲೆ ಅವುಗಳಿಗೋಸ್ಕರ ಇರುವ ಸ್ಥಳದಲ್ಲಿ ಬರೆಯಿರಿ. ಅಂಕಗಳನ್ನು ಬರೆಯುವುದಕ್ಕೆ ಬಿಟ್ಟಿರುವ ಸ್ಥಳದಲ್ಲಿ ಏನನ್ನೂ ಬರೆಯಬಾರದು.
2. ಉತ್ತರ ಪತ್ರಿಕೆಯ ಯಾವುದೇ ಭಾಗದಲ್ಲಿ ನಿಮ್ಮ ಹೆಸರನ್ನು ಬರೆಯಬಾರದು. ಹಾಗೆ ಬರೆದಲ್ಲಿ ಪರೀಕ್ಷೆಯಿಂದ ಡಿಬಾರ್ ಮಾಡಲಾಗುವುದು.
3. ನೀವು ಉತ್ತರಿಸುವ ಉತ್ತರ ಪತ್ರಿಕೆಯ ಸಂಕೇತ (ಎ, ಬಿ, ಸಿ, ಡಿ) ವನ್ನು ಪರಿಶೀಲಿಸಿಕೊಳ್ಳುವುದು.
4. ಉತ್ತರ ಪತ್ರಿಕೆಯೊಂದಿಗೆ ಯಾವುದೇ ಇತರೆ ಕಾಗದಗಳನ್ನು ಲಗತ್ತಿಸಬಾರದು.
5. ಹೆಚ್ಚಿನ ವಿವರಗಳಿಗೆ ನಿಮ್ಮ ಪ್ರವೇಶ ಪತ್ರದಲ್ಲಿ ಮುದ್ರಿತವಾಗಿರುವ ಸೂಚನೆಗಳನ್ನು ಓದಿ.

	ಪ್ರಶ್ನೆಯ ಸಂಖ್ಯೆ	ಅಂಕಗಳು
(ಬಟ್ಟು ಅಂಕಗಳು ಅಕ್ಷರಗಳಲ್ಲಿ)	I	
	II	
	III	
	IV	
	V	
	ಒಟ್ಟು	

ಪರೀಕ್ಷಕರ ರುಜು

ಸಂಕೇತ :

COMPUTER EXAMINATIONS – JANUARY/FEBRUARY, 2019
OFFICE AUTOMATION
(THEORY)

Time : 1 hour]

[Max. Marks : 100

- Instructions :**
- i) Write your Register Number properly.
 - ii) Do not tag extra sheet with this Booklet.
 - iii) Use **Blue / Black** ball point pen only.

I. Choose the correct answer :

20 × 1 = 20

1. The shortcut key for selecting company is
(A) Alt F11 (B) F1
(C) Alt F1 (D) F11
2. To delete a slide, use option.
(A) Erase (B) Delete slide
(C) Remove (D) Clear
3. voucher will have no effect in the books of accounts until the date reaches.
(A) Reversing (B) Memo
(C) Optional (D) Post dated
4. The shortcut for Slide Show is
(A) F5 (B) F7
(C) F6 (D) F9
5. There are numbers of predefined vouchers.
(A) 18 (B) 13
(C) 28 (D) 15
6. key is used to uniquely identify a record in a table.
(A) Relational (B) Unique
(C) Primary (D) Foreign
7. accounting relates to Assets.
(A) Personal (B) Nominal
(C) Management (D) Real
8. Master in Powerpoint controls all slides except Title slide.
(A) Notes (B) Handouts
(C) Title (D) Slide
9. displays the address of active cell.
(A) Status bar (B) Name box
(C) Tool bar (D) Scroll bar

10. Powerpoint is used for creating
(A) Presentation (B) Reports
(C) Worksheet (D) Documents
11. The file created in Excel is called
(A) Worksheet (B) Workbook
(C) Table (D) Database
12. To copy the selected cells, using Drag and Drop option press
..... key.
(A) Ctrl (B) Shift
(C) Alt (D) Enter
13. The shortcut key for Spelling and Grammar is
(A) Ctrl + S (B) F7
(C) Shift + S (D) Shift F7
14. button totals a range of values.
(A) Add (B) Sum
(C) Autosum (D) Total
15. The default font in Word 2003 is
(A) Calibri (B) Arial
(C) Times New Roman (D) Total
16. displays the name of application and filename.
(A) Menu bar (B) Title bar
(C) Status bar (D) Tool bar
17. Double click in the selection bar selects a
(A) Word (B) Sentence
(C) Line (D) Paragraph
18. command is used to check the status of the disk.
(A) DISKCOMP (B) CHKDSK
(C) SCANDISK (D) both (B) and (C)
19. To move the text, first we use command and then Paste
command.
(A) Cut (B) Copy
(C) Move (D) Drag
20. The speed of transmission of data using Modem is measured in
(A) Binary per second (B) Bits per second
(C) Binary phone services (D) Bits per signal

II. Fill in the blanks :

20 × 2 = 40

1. VAT is expanded as and TDS is expanded as
2. Light pen is a device and floppy is a device.
3. icon gives view of the devices connected to the computer and icon facilitates browsing of LAN.
4. Mail Merge involves merging of and
5. In DOS, filename can be up to number of characters and extension name can be up to number of characters.
6. Two options where you can add page numbers are and
7. The shortcut key for Bold is and for Italic is
8. The shortcut for displaying current date is and for time is
9. voucher is used to enter the transactions related to Sales Returns and voucher is used to enter Purchase Returns.

10. Intersection of and
is called as cell.
11. option is used to set timings for the
slides and option is to set the effect for
entry and exit of slide content.
12. By default, paragraphs are line spaced
and aligned.
13. The two types of sorting are
and
14. and view
helps us to add notes for the slides.
15. statement contains various ledger
balances and statement is used to know
the financial position of the company.
16. Excel is a program and the
extension of Excel template is
17. and are the
2 types of scrollbar.
18. The default page orientation for Presentation is
..... and the default view is
19. The shortcut key for Undo command is
and for Redo is
20. The two types of software which load at the startup are
..... and

III. Write whether the statements are “True” or “False”. Do not write ‘T’ or ‘✓’, for True and ‘F’ or ‘X’ for False : 10 × 1 = 10

- 1. The extension of Access file is Acs.
- 2. Ctrl +] is used to increase font size by one point.
- 3. Slide sorter view helps to display all the slides at the same time.
- 4. By default, Grid lines will not be printed in Excel.
- 5. The footnote text appears at the bottom of every page of a document.
- 6. Notepad is a Text Editor.
- 7. Ctrl + N is the shortcut key for calculator in Tally.
- 8. The physical structure of the computer is called software.
- 9. You cannot Rename a sheet in Excel.
- 10. Machinery comes under Indirect Income.

IV. Fill the appropriate answers for the following : 5 × 5 = 25

- 1. In Excel 2003, there are
 - a) number of rows
 - b) number of columns
 - c) number of default sheets
 - d) number of alignments
 - e) number of orientations.

2. a) option gives the meaning of a word.
b) option helps you to add decorative text in your document.
c) option helps us to enter Text/Graphics at the top of each and every page.
d) option is used to check for mistakes.
e) option is used to convert the letters to upper case.
3. List the components of an Application Window :
- a)
b)
c)
d)
e)
4. Write the shortcuts for the following :
- a) Features
b) Configure
c) Payment Voucher
d) Shut Company
e) Contra Voucher
5. a) The physical components of computer are called
b) The 4 important parts / units of computer are
i) unit
ii) unit
iii) unit
iv) unit.

Code No. 41 X

8

B

V. Match the following :

5 × 1 = 5

A

B

Answers :

1. Justify

(A) Page break

1.

2. Soft

(B) Orientation

2.

3. Portrait

(C) Function

3.

4. A4

(D) Alignment

4.

5. = TODAY ()

(E) Paper size

5.

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