

ಸಂಖ್ಯೆ :

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

C

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
	I	
	II	
	III	
	IV	
(ಒಟ್ಟು ಅಂಕಗಳು ಅಕ್ಷರಗಳಲ್ಲಿ)	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. To move the text, first we use command and then Paste command.
(A) Cut (B) Copy
(C) Move (D) Drag
2. Double click in the selection bar selects a
(A) Word (B) Sentence
(C) Line (D) Paragraph
3. The default font in word 2003 is
(A) Calibri (B) Arial
(C) Times New Roman (D) Algerian
4. The shortcut key for spelling and Grammar is
(A) Ctrl + S (B) F7
(C) Shift + S (D) Shift F7
5. The file created in Excel is called
(A) Worksheet (B) Workbook
(C) Table (D) Database
6. displays the address of active cell.
(A) Status bar (B) Name box
(C) Tool bar (D) Scroll bar
7. key is used to uniquely identify a record in a table.
(A) Relational (B) Unique
(C) Primary (D) Foreign
8. To delete a slide, use option.
(A) Erase (B) Delete slide
(C) Remove (D) Clear
9. There are numbers of predefined vouchers.
(A) 18 (B) 13
(C) 28 (D) 15

10. The shortcut key for selecting company is
(A) Alt F11 (B) F1
(C) Alt F1 (D) F11
11. 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
12. command is used to check the status of the disk.
(A) DISKCOMP (B) CHKDSK
(C) SCANDISK (D) both (B) and (C)
13. displays the name of application and filename.
(A) Menu bar (B) Title bar
(C) Status bar (D) Tool bar
14. button totals a range of values.
(A) Add (B) Sum
(C) Autosum (D) Total
15. To copy the selected cells, using Drag and Drop option press key.
(A) Ctrl (B) Shift
(C) Alt (D) Enter
16. Power point is used for creating
(A) Presentation (B) Reports
(C) Worksheet (D) Documents
17. Master in Powerpoint controls all slides except Title slide.
(A) Notes (B) Handouts
(C) Title (D) Slide
18. accounting relates to Assets.
(A) Personal (B) Nominal
(C) Management (D) Real
19. The shortcut for Slide Show is
(A) F5 (B) F7
(C) F6 (D) F9
20. voucher will have no effect in the books of accounts until the date reaches.
(A) Reversing (B) Memo
(C) Optional (D) Post dated

II. Fill in the blanks :

20 × 2 = 40

1. The shortcut key for Undo command is
and for Redo is
2. and are the
2 types of scroll bar.
3. statement contains various ledger
balances and statement is used to know
the financial position of the company.
4. The two types of sorting are
and
5. option is used to set timings for the
slides and option is to set the effect for
entry and exit of slide content.
6. voucher is used to enter the transactions
related to Sales Returns and voucher is
used to enter Purchase Returns.
7. The shortcut key for Bold is and
for Italic is
8. In DOS, file name can be up to
number of characters and extension name can be up to
..... number of characters.
9. icon gives view of the devices connected
to the computer and icon facilitates
browsing of LAN.

10. VAT is expanded as and TDS is expanded as
11. The two types of software which load at the startup are and
12. The default page orientation for Presentation is and the default view is
13. Excel is a program and the extension of Excel template is
14. and view helps us to add notes for the slides.
15. By default, paragraphs are line spaced and aligned.
16. Intersection of and is called as cell.
17. The shortcut for displaying current date is and for time is
18. Two options where you can add page numbers are and
19. Mail Merge involves merging of and
20. Light pen is a device and floppy is a device.

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

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

- 1. Write the shortcuts for the following :
 - a) Features
 - b) Configure
 - c) Payment Voucher
 - d) Shut Company
 - e) Contra Voucher

- 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. 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.

- 4. List the components of an Application Window :
 - a)
 - b)
 - c)
 - d)
 - e)

- 5. 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.

Code No. 41 X

8

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V. Match the following :

5 × 1 = 5

A

B

Answers :

1. A4

(A) Alignment

1.

2. Soft

(B) Orientation

2.

3. = TODAY ()

(C) Paper size

3.

4. Portrait

(D) Function

4.

5. Justify

(E) Page break

5.

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