

ಸಂಖ್ಯೆ :

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

ತಂಡ : **B**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

**ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್**  
**ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ**  
**ಪ್ರಶ್ನೆಪತ್ರಿಕೆ**

ದಿನಾಂಕ : 11. 02. 2019 ]

[ ಗರಿಷ್ಠ 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.

**Computer Examinations, January/February-2019**  
**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. Save all your files into your folder.

**Note : Answer all the 4 questions.**

Q. No. 1.

25

**Type the following letter with Font Face: Times Roman, Size: 12 and Line Spacing: 1.5 :**

SOWMYA CO-OPERATIVE SOCIETY

Head Office

M.G. Road,

Bangalore,

25<sup>th</sup> November 2017.

No. SCS/143/2017

Dear Sir,

I would like to intimate that the House Building Advance can be sanctioned to permanent employees who have put in continuous service of five years and also who are in permanent tenure. The amount of advance to be sanctioned should be limited to sixty months salary of the incumbent/rupees three lakhs whichever is less. Further, no Housing Building Advance should be sanctioned to temporary employees and those who have not put in five years of service.

While sanctioning the House Building advance, the Head of the Department should certify to the employee that the incumbent is on permanent tenure in the Department. The application should be submitted only in the prescribed printed form for sanction of House Building Advance. He should not have drawn any advance like Motorcycle or Car Advance during the period of applying for House Building Advance.

All the applications should be submitted to us through the concerned Branch Managers only.

Yours faithfully,

For SOWMYA CO-OPERATIVE SOCIETY,

Director.

**Do the following:**

1. Type the letter as given. 10
2. Set Paper size: Letter and with Margins Top, Bottom: 1.2" Left, Right: 1" . 2
3. Format the Heading (Name of the Company) with Font Face: Cooper Black, Font Size: 22, Font Colour: Blue and Underline it. 2
4. Right align From address, Date line and Complimentary closing properly. 2
5. Add Subject Line after salutation (Dear Sir) with Text **Sub: Sanction of House Building Advance** and Highlight with Green colour. 2
6. Justify the text and move First Line indent by: 0.5" . 2
7. Mail merge the letter to the following addresses : 5  
Select field name [ First name, Company name, Address line1, City ]  
( Rename First Name as Designation and Address Line 1 as Branch )
  1. The Director, Sowmya Co-Operative Society, Tumkur Branch, Tumkur,
  2. The Manager, Sowmya Co-Operative Society, Hubli Branch, Hubli,
  3. The Branch Manager, Sowmya Co-Operative Society, Gadag Branch, Gadag.

Q. No. 2.

25

**Prepare the following Table in Excel :**

**GNANA SANGAM EDUCATION TRUST  
GULBARGA**

**Marks sheets of X Standard students for the year 2018**

Name	Reg. Number	I Lang	II Lang	III Lang	Maths	Science	Social Studies
Somesh	201801	78	78	87	87	82	80
Sukanya	201802	67	78	67	71	70	74
Sunanda	201803	77	69	71	63	72	70
Nair	201804	80	89	67	60	62	67
Umesh	201805	87	77	32	79	40	46
Kamalesh	201806	89	80	89	90	92	97
Naresh	201807	97	60	63	72	77	76
Nani	201808	69	68	62	76	73	77
Rathna	201809	68	88	72	79	76	71
Pallavi	201810	74	47	76	72	73	77

1. Enter the given details. 10
2. Insert 4 columns after "Social Studies" and name them as "Total", "Average", "Result", "Grade" and calculate them using formulae. 6
3. Merge & Centre the heading and subheading to the table. 2
4. Set the Page Size: Legal and Orientation: Landscape. 2
5. Increase the Row height to 36 and column width of subjects to 12. 2
6. Rename the sheet as "MARKS SHEET" 1
7. Insert comment for Sunanda as "Sports Captain". 1
8. Auto format the table. 1

Q. No. 3.

25

**Design an attractive presentation using the following data :**

**Slide 1 :**

ECOLOGICAL FARMING

Principles of Fairness

Organic Agriculture should build on relationships that ensure fairness with regard to the common environment and life opportunities.

**Slide 2 :**

This principle emphasizes that those involved in organic agriculture should conduct human relationships in a manner that ensures fairness at all levels and to all traders and consumers.

**Slide 3 :**

Natural and environmental resources that are used for production and consumption should be managed in a way that is socially and ecologically just and should be held in trust for future generations.

**Slide 4 :**

Fairness requires systems of production, distribution and trade that are open and equitable and account for real environmental and social costs.

**Apply Custom Animation, Slide Transition and Set the Timings for the slides.**

Q. No. 4.

25

**Create a company by name Aarush.**

5

**Create the necessary Ledgers and Journalize the following transactions:**

- |  |   |
|--|---|
| 1. Aarush commenced business with cash Rs. 6,25,000.           | 2 |
| 2. Sold goods to Jogesh Rs. 22,000.                            | 2 |
| 3. Bought goods from Charun Electronics Rs. 45,300 for credit. | 2 |
| 4. Deposited into Bank of Baroda Rs. 75,000.                   | 2 |
| 5. Goods returned to Charun Electronics Rs. 18,000.            | 2 |
| 6. Prepaid Insurance Rs. 3,250.                                | 2 |
| 7. Purchased Building from Sunshine Builders Rs. 3,00,000.     | 2 |
| 8. Withdrew cash Rs. 12,000 for personal use.                  | 2 |
| 9. Paid Telephone Bill Rs. 7,100 by cheque.                    | 2 |
| 10. Received interest Rs. 4,800.                               | 2 |