

ಸಂಖ್ಯೆ :

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

ತಂಡ : **C**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

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

ದಿನಾಂಕ : 11. 02. 2019 ]

[ ಗರಿಷ್ಠ 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.

**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 passage with Font Face: "Calibri" and Font Size: 13 :**

## PAGEMAKER

PageMaker was one of the first desktop publishing programs, introduced in 1985 by Aldus on the Apple Macintosh. A key aspect of PageMaker's success was its native support for Adobe Systems' PostScript page description language. Adobe purchased Aldus, and PageMaker, in 1994. The program remained a major force in the high-end DTP market through the early 1990s, but new features were slow in coming. By the mid-1990s, it faced increasing competition from QuarkXPress on the Mac, and to a lesser degree, Ventura on the PC, and by the end of the decade it was no longer a major force. Quark proposed buying the product and cancelling it, but instead, in 1999 Adobe released their "Quark Killer", Adobe InDesign. The last major release of PageMaker was in 2001.

PageMaker 7 offers hundreds of templates for users, including one-page flyers and fancy reports. When the user opens a template, the predetermined page elements, including margins, borders, text boxes and illustration boxes are already lined up. The small business owner can use a flyer template with the data-merge feature with information from a database or spreadsheet to create mass mailings. With client information printed on each flyer, the small business owner sends out a professional-quality piece without outsourcing to a marketing firm.

**Do the following:**

1. Type the passage as given. 10
2. Set Paper size: "Letter" and Margins with Top and Bottom: 1.5", Left and Right: 0.75". 2
3. Format Heading with Font Face: Cooper Black", Font Size: 28. Font Colour: "Brown", Alignment: "Centre". 2
4. Create two column text leaving heading and add a line between columns. 2
5. Apply any simple Page border and Page colour: Light Blue. 2
6. Justify the paragraph and Set Line spacing: 2". 2
7. Apply DropCap for the first paragraph letter with Font colour: Green and shade it with "Pink". 2
8. Insert Word Art with Text "PageMaker". 1
9. Replace the occurrence of the word PageMaker with PM except the Heading. 1
10. Correct the spelling and grammatical mistakes in your document. 1

Q. No. 2.

25

Prepare the following Table in Excel :

MAHALAKSHMI COMPUTERS

Inventory Status

Date : .....

Item No.	Description	Qty	Unit Price	Type	Price Increase %	Sale Price	Warranty	Total Price
F0021	Dell Monitor	20	5000	M			Yes	
F0025	LG Mouse	44	450	O			No	
F0029	LG Keyboard	43	678	O			No	
F0031	Wireless Mouse and Keyboard Combo	34	1230	O			Yes	
F0045	Intel CPU	43	4287	C			Yes	
F0051	LG Monitor	34	4862	M			Yes	
F0022	ACER Monitor	31	3951	M			Yes	
F0061	HDD	32	8654	H			No	
F0039	DVD	345	12	P			No	
F0066	Speakers	6	8742	P			No	
	Total							
	Highest							
	Lowest							

1. Enter the details as shown above. 10

2. Insert a column before Item No. and name it as S1 No. and enter number 1, 2 using Autofill Option. 1

3. Find **Price Increase** Percentage using the table given below. 2

Price Increase Percentage	
TYPE	PERCENTAGE INCREASE
C	25%
O	29%
M	35%
P	10%
H	15%

4. Find **Sales Price** for all Items.  
( Hint : Sale Price = Unit Price + Price Increase ) 1

5. Find **Total price** for all Items.  
( Hint : Total Price = Qty \* Sale Price ) 1

6. Find Total, Highest and Lowest values for Sale Price and Total Price. 4

7. Merge and centre the heading and subheading. 2

8. Insert today's date using function. 1

9. Insert Header: "Mahalakshmi Computers" and Footer: "Page No." 2

10. Format the table with borders and align properly. 1

Q. No. 3.

25

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

**Slide 1 :**

NATURAL FARMING CHARACTERISTICS

Nitrogen self-sufficiency through the use of legumes and biological nitrogen fixation, as well as effective recycling of organic materials including crop residues and livestock manures.

**Slide 2 :**

Weed, disease and pest control relying primarily on crop rotations, natural predators, diversity, organic manuring, resistant varieties and limited thermal, biological and chemical intervention.

**Slide 3 :**

The extensive management of livestock, paying full regard to their evolutionary adaptations, behavioural needs and animal welfare issues with respect to nutrition, housing, health, breeding and rearing.

**Slide 4 :**

Careful attention to the impact of the farming system on the wider environment and the conservation of wildlife and natural habitats.

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

Q. No. 4.

25

**Create a Company by name Nilima.**

5

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

- |  |   |
|--|---|
| 1. Nilima commenced business with cash Rs. 10,00,000.            | 2 |
| 2. Bought Machinery from Gautham Enterprise for cash Rs. 28,000. | 2 |
| 3. Received Commission Rs. 6,400.                                | 2 |
| 4. Paid Current Bill Rs. 8,000 by cheque.                        | 2 |
| 5. Depreciation on Machinery 8%.                                 | 2 |
| 6. Sold Goods to Madhusudan Rs. 14,500.                          | 2 |
| 7. Bought goods from Partha Appliances Rs. 52,000.               | 2 |
| 8. Prepaid Insurance Rs. 5,350.                                  | 2 |
| 9. Goods returned to Partha Appliances Rs. 20,000.               | 2 |
| 10. Deposited into Indian Bank Rs. 10,000.                       | 2 |