

ಸಂಖ್ಯೆ :

ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರಿಷತ್ ಮಂಡಳಿ

2020 ರ ಫೆಬ್ರವರಿ / ಮಾರ್ಚ್ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು

ತಂಡ : **A**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್

ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ
ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

ದಿನಾಂಕ : 27. 02. 2020]

[ಗರಿಷ್ಠ ಅಂಕಗಳು : 100

ಸಮಯ : ಬಳಗ್ಗೆ 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.

12002

[Turn over

Computer Examinations, February/March-2020
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 Business letter with Font Face:"Calibri" and Font Size : 12. 10

GANDHI PAPER MILLS PRIVATE LIMITED COMPANY
Dealers in all kinds of Papers, Cardboards and Books

Yadhuveer Maharaja Road,
Kuvempu Nagar, Mysore,
8th October 2017.

No.GPM/PS-08/17

To

Dear Sir,

Sub: Supply of Paper and other products,

We have to invite your kind attention to our letter No. GPM/PS-07 of 22nd September 2017 in which we had informed you that our representatives will be calling on you during the first week of this month to meet the Representatives of few companies in your area to have a detailed discussion regarding products of our company which are available to you. We are writing this letter to intimate you that our representative will be visiting Bangalore in the 3rd week of October and the exact date of his visit will be intimated within 3-4 days. Venue of Meeting: Wilson Garden Education Society, Kammanahalli, Bangalore at 10:30 am.

If any changes in the place, time and date of visit, please intimate us immediately.

We now look forward in meeting you at an early date. Assuring you of our best service at all times.

Thanking you,

Yours faithfully,

For Gandhi Paper Mills Private Limited Company,

Venkata Krishna Murthy
Manager

Do the following :

1. Format Heading (Name of the Company) with Font Face: "Arial Black", Size: 18, Font Colour: "Green", Align: "Center". 2
2. Sub Heading (Nature of the business) to be centered and make it Bold. 1
3. Right align the From address and Date line properly. 1
4. Format the Subject Line to Bold, underline, italicize and center it. 2
5. Justify the paragraphs and set Line spacing: 1.5. 2
6. Capitalize the Highlighted Text in the Complimentary closing 1
7. Align the Complimentary Closing properly (Yours faithfully.....Manager) 1
8. Mail merge the letter for the following address : 5
 1. The Principal, RVM Engineering College, Yashwanthpur, Bangalore
 2. The Principal, St. Carmel College, Yellanka, Bangalore.
 3. The Head Master, St. Thomas School, Palace Road, Bangalore.
9. Select field names as [First name, Company name, Address Line1, City] (Rename field name: First Name as "Designation")

Q. No. 2:

25

Prepare the following Table in Excel

SHARATH BOOK SELLERS
CHITRADURGA

Profit and Loss Account for the year ended on 31st March, 2012

Loss	Amount (Rs.)	Profit	Amount (Rs.)
To Goods consumed	39,350	By Sales of Notebooks	45,000
" Salaries, Wages and Bonus	20,600	" Discount received	8,000
" Insurance	13,500	" Interest on deposits	4,500
" Printing & Postage	5,100	" Miscellaneous	8,500
" Postage and Telegrams	1,500	" Sale of Ledger books	32,000
" Repairs and Maintenance	9,200	" Waste paper auction	18,000
" Audit Fee	4,800		
" Freight and Transport	3,900		
" Depreciation	2,500		
" Travelling and Conveyance	9,250		
Total		Total	

1. Enter the given details. 12
2. Increase the Row Height: 38 and Column Width of Amount: 18. 2
3. Insert one row after "Audit Fee" and type "Interest" in the "Loss" column and "6300" in "Amount" column. 2
4. Right Align "Total" and calculate the Total of the Amount column. 2
5. Display the value of Amount Column with decimal places. (Ex: 1,500 as 1,500.00) 1
6. Insert Header: "Your Register No." 1
7. Find the text "Postage" and replace it with "Stationery". 1
8. Merge & center the Heading & Sub-heading to the center. 1
9. Rename the Sheet as "P & L A/c" and give Tab colour "Pink". 2

10. Protect the sheet with Password 1010.	1
Q. No. 3	25

Design an attractive presentation using the following data :**Slide 1 :**

Earthquake disaster- On 52nd Republic day in Gujarat

- Origin line: 8 Hours 46 minutes 42.9 seconds IST
- Epicenter: Latitude 23.40 N Longitude 70.28E

Slide 2 :

Local Response after Earthquake

- The response within India was immediate
- The National and State Governments quickly provided assistance in many forms.

Slide 3 :

Rescue from Local bodies

- Relief works like Medical supplies, communications, shelters, food etc.
- More than 185 Non-Government Organizations, Indian charities undertook earthquake related activities

Slide 4 :

International Response

- Search and Rescue teams soon arrived from Switzerland, UK, Russia and Turkey.
- The World Bank and Asian Development Bank sanctioned loans in less than three months after the earthquake.

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

Q. No. 4	25
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Create a Company by name Yeshodha.

5

Create the necessary Ledgers and journalize the following transactions :

1. Yeshodha commenced business with cash Rs. 3,50,000	2
2. Sold goods to Nayan Rs, 7,250 on credit	2
3. Took Loan from bank Rs. 1,25,000	2
4. Outstanding Salary Rs. 7,750	2
5. Bought goods from Kumar for cash Rs. 25,000	2
6. Paid Interest on Loan Rs. 5,800	2
7. Withdrew cash for personal use Rs. 5,500	2
8. Goods returned from Nayan Rs. 3,250	2
9. Paid Telephone Bill Rs. 2,750 by cheque	2

10. Received discount Rs. 3,100.

2