

ಸಂಖ್ಯೆ :

ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರಿಷತ್ ಮಂಡಳಿ

2020 ರ ಫೆಬ್ರವರಿ / ಮಾರ್ಚ್ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು

ತಂಡ : **B**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್

ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ
ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

ದಿನಾಂಕ : 27. 02. 2020]

[ಗರಿಷ್ಠ ಅಂಕಗಳು : 100

ಸಮಯ : ಮಧ್ಯಾಹ್ನ 2-30 ರಿಂದ 4-30 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.

12003

[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 Passage with Font Face: "Calibri" and Font Size: 14 10**DISUNITY INVITES ENEMIES**

Once a frog lived in a marsh and nearby lived a mouse in a hole. They were good friends but one day they entered a dispute. Both of them claimed to be the owner of the marsh.

The frog was stronger than the mouse but the mouse was very clever. He hid himself under the grass, attacked the frog and harmed him a lot.

The frog, seeing this, decided to put an end to the dispute and challenged the mouse for a clash. Without any hesitation, the mouse accepted the challenge.

Both armed themselves with a point of reed to use it like a spear. Either of them was sure of their victory.

When they were about to start fighting, a hawk came there flying. Hovering in the sky, she saw the animals ready for a duel. So, she swooped down, caught them both in her claws and carried them away to feed her young.

Moral: Togetherness brings happiness, peace and strength whereas disunity brings enemies

- We should work in unison and with co-operation because disunity leads to problems and failures.
- No institution can run smoothly if there is disunity among the members
- Disagreement don't cause disunity, a lack of forgiveness does.

Do the following:

1. Set Page size: "Legal", Margins with Top and Bottom: 1.5, Left and Right : 1 2
 2. Format Heading with Font Face: "Bookman Old Style", Font Size: 22, Font Colour: "Purple", Alignment: "Center". 2
 3. Draw a line of width: 4¹/₂ pt after Heading "Disunity Invites Enemies" 2
 4. Apply any Art border for the Page 1
 5. Create two column text leaving Heading and add a line between columns 2
 6. Create a Watermark with text: "Unity is Strength" 1
 7. Add Header: "Register No:" and Footer: "Unity is Strength" 2
 8. Capitalize the "Moral of the story" and highlight with Colour: Bright Green 2
 9. Justify the paragraph and do Spell check 1
- Q. No. 2. 25

Prepare the following Table in Excel :

**SIDDHARTH PRE-UNIVERSITY COLLEGE
GADAG**

Marks sheet of I PUC Science Students

Name of the Student	Physics	Chemistry	Maths	Biology
Geetha				
Chandan				
Akash				
Deeksha				
Bharath				
Lavanya				
Vaani				
Roopa				
Kavya				
Teju				

1. Enter the details and allocate the marks scored for 100 in each subject 10
2. Insert 4 columns after Biology and name them as "Total", "Average", "Result", "Grade" and calculate them using formulas 6
3. Highlight Chemistry column values with Blue colour whose value is greater than 75 using conditional formatting. 1
4. Merge & centre the Heading and Subheading to the table 2
5. Sort the "Name of the student" column in ascending order 1
6. Increase the Row height to 35 1
7. Insert column "SI. No" before "Name of the student" & number it from 1-10 2
8. Rename the sheet as PCMB 1

9. Apply Autoformat 1

Q. No. 3. 25

Design an attractive presentation using the following data :

Slide 1 :

Definition of Fruits

A fruit is that component of a plant which has a pulpy flesh, which often tastes sweet, tangy sour or even sharp.

Slide 2 :

Introduction

- Fruits are the tastiest of all healthy foods.
- They contain all the essential nutrients like Vitamins, Minerals and Sugar that are required by human beings regularly.

Slide 3 :

Qualities of Fresh Fruits

- Fresh fruits in their natural form, and easy to digest as compared to nutritional supplements.
- They can be consumed by people of any age group.

Slide 4 :

Types of Fruits

Fruits are classified as Fleshy Fruits, Dried Fruits, Berries, Citrus Fruits and Melons.

Fruits are nature's treasure or rather nature's gift to human beings.

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

Q. No. 4. 25

Create a company by name Saniya. 5

Create the necessary Ledgers and journalize the following transactions:

1. Saniya commenced business with cash Rs. 3,00,000 2
2. Deposited Rs. 12,000 in State Bank of India 2
3. Bought goods from Dheena for cash Rs. 10,000 2
4. Rent received Rs. 18,000 2
5. Sold furniture to Rajiv Rs. 5,350 for credit 2
6. Withdrew cash for personal use Rs. 7,000 2
7. Paid for Advertisement Rs. 5,800 2
8. Insurance Payable Rs. 4,200 2
9. Paid Petrol Expense Rs. 1,800 to Mr. Nanda, Sales Department, Tumkur Branch.

(Hint: Use Cost Category and Cost Centres) 4

