

ಸಂಖ್ಯೆ :

ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರಿಷತ್ ಮಂಡಳಿ

2020 ರ ಫೆಬ್ರವರಿ / ಮಾರ್ಚ್ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು

ತಂಡ : **C**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್

ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ
ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

ದಿನಾಂಕ : 28. 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.

12004

[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
LEARN TO LIVE WITH YOUR WEAKNESSES

It was a fine day during the rainy season. A peacock was dancing happily in a forest. Suddenly he reminded of his ugly rough voice. His face turned pale and his eyes started watering.

Suddenly he saw a nightingale sitting on a nearby tree and singing. Listening her, the peacock lamented "What a sweet voice she has, which everybody loves and praises but when I utter a sound everybody makes fun of me. How jinxed am I". {Just then appeared Juna — Wife of Jupiter, the chief of gods. She asked the peacock "Why are u sad?" The peacock sobbed out "I have got such a beautiful body that is praised by all but my voice is so bad that everyone laughs at it. So this beauty is useless".

The goddess replied "You are the only one who is unhappy. Several creatures have been gifted by God with various gifts like — you the beauty, eagle the strength, nightingale the sweet voice, so on and so forth. So don't grumble over your weakness, accept the way it is and be happy".

Hence, one should not regret on what he/she doesn't have, rather be satisfied with what one has.

Do the following:

1. Format Heading with Font Face: "Verdana", Font Size: 18, Font Colour: "Brown", Alignment: "Center". 2
2. Set a custom Page Size of Width: 7" and Height: 10", Margins with Top and Bottom: 1", Right: 0.5" and Left 1.5" 2
3. Copy the Heading "Learn to live with your weaknesses" and paste it at the end of document 1
4. Add Header: "Be satisfied with what you have" and Footer: "Page No:" 2
5. Apply Dropcap for the first paragraph letter with Font Colour: "Red" 1
6. Insert a Callout Shape after 1st paragraph and add text "Be Happy" and Wrap Text: "Through" 2
7. Apply a border for the second paragraph of width: 3 pt and shade the same paragraph with Colour: "Light Yellow" 2
8. Create a new paragraph from the mark { 1
9. Justify the Paragraph and set the Line Spacing: 1.5 pt 1

10. Correct the spelling and grammatical mistakes 1

Q. No. 2. 25

Prepare the following Table in Excel :

MADHURYA MELODY CENTER

Kodagu

INVOICE

No: 205

Date :

The Manager,
Akash Sound Systems
Madikeri

Sl. No.	Particulars	Quantity (Nos.)	Rate
1	Sonu Nigam Collections	25	150
2	Vajrakaya Digital DVD	10	200
3	Old Kannada Hits	20	125
4	Mixed Hindi Audio songs	25	175
5	C. Ashwath folk collections	50	100
6	Eastern Pop albums	15	180
7	Rajkumar Melodies	30	120
	Total		
	Discount 8%		
	Packing & forwarding charges		500
	Grand Total		

1. Enter the following details 12

2. Insert Current Date using function 1

3. Insert a column after Rate column with heading "Amount" and calculate the amount to be paid for each item. 2

4. Format the row (Sl.No. Amount) as following: 2

Font Face: Century

Font Size: 16

Style: Bold

Align: Center

5. Calculate Total, Discount and Grand total 3

6. Replace the word "Eastern" with "Western" 2

7. Apply borders, centre the headings and auto format your table 3

Q. No. 3. 25

Design an attractive presentation using the following data :

Slide 1 :

Botanical Explanation of Fruit

In Botany, a fruit is defined as the one that contains seeds and is derived from a flower. Fruits indirectly aid in reproduction through the process of seed dispersal.

Slide 2 :

Fleshy Fruits

- Fleshy fruits have a soft pulpy wall, with seeds at the center.
- They have a soft edible part in between their outer cover and the seeds.

Slide 3 :

Examples for Fleshy Fruits

An apple or a pear is an excellent example of fleshy fruits.

Dried fruits, citrus fruits and melons are subpart of this group.

Slide 4 :

Melons

Fruit or Vegetable ?

Scientifically Melon is a fruit.

Confusion lies because cucumbers, squash also belong to the same family.

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

Q. No. 4. 25

Create a Company by name Karuna. 5

Create the necessary Ledgers and journalize the following transactions:

- | | |
|--|---|
| 1. Karuna commenced business with cash Rs. 4,00,000 | 2 |
| 2. Deposited into Indian Bank Rs. 12,000 | 2 |
| 3. Purchased goods from Bheeshma Rs. 18,000 on credit | 2 |
| 4. Received Commission from Sharath Rs.8,000 | 2 |
| 5. Purchased Building Rs. 2,50,000 | 2 |
| 6. Withdrew cash from Indian bank Rs. 8,000 for petty cash | 2 |
| 7. Goods returned to Bheeshma Rs. 4,000 | 2 |
| 8. Depreciation on Building at 15% | 2 |
| 9. Paid Salary to Manager Rs. 12,000 | 2 |
| 10. Sold Furniture for cash Rs. 14,500. | 2 |

