

ಸಂಖ್ಯೆ :

## ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರೀಕ್ಷಾ ಮಂಡಳಿ

2020 ರ ಫೆಬ್ರವರಿ / ಮಾರ್ಚ್ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು

ತಂಡ : **E**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್

ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ  
ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

ದಿನಾಂಕ : 29. 02. 2020 ]

[ ಗರಿಷ್ಠ ಅಂಕಗಳು : 100

ಸಮಯ : ಬೆಳಿಗ್ಗೆ 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.

12006

[ 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: "Arial" and Font Size: 14. 10****LOOK BEFORE YOU LEAP**

Once a fox was roaming around in the dark. Unfortunately, he fell into a well. He tried his level best to come out but all in vain. So, he had no other alternative but to remain there till the next morning.

The next day, a goat came that way. She peeped into the well and saw the fox there. The goat asked "What are you doing there, Mr. Fox ?"

The sly fox replied, "I came here to drink water. It is the best I have ever tasted. Come and see for yourself."

Without thinking even for a while, the goat jumped into the well, quenched her thirst and looked for a way to get out. But just like the fox, she also found herself helpless to come out.

Then the fox said, "I have an idea. You stand on your hind legs. I'll climb on your head and get out. Then I shall help you come out too."

The goat was innocent enough to understand the shrewdness of the fox and did as the fox said and helped him get out of the well.

While walking away, the fox said, "Had you been intelligent enough, you would never have got in without seeing how to get out."

Moral: Look before you leap

**Do the following:**

1. Set Page Size: "Letter", Margins with Top: 1.5" , Bottom: 0.5" , Left and Right: 1" 2
2. Format Heading with Font Face: "Impact", Font Size: 26, Font Colour: "Purple", Alignment : "Centre". 2

3. Insert a Text Box with text "Look before you leap" and position in the center of the Page 2
4. Capitalize and italicize the last sentence "Moral: Look before you leap" 2
5. Add Header: "Register Number:" and Footer: "Look before you leap" 2
6. Apply Dropcap for the first paragraph letter 1
7. Add any bullet style for paragraphs (from 2nd paragraph) 1
8. Justify the Paragraph and set the Line Spacing: 1.5 pt 2
9. Correct the Spelling Mistakes. 1

Q. No. 2.

**Prepare the following Table in Excel:**

25

SOWJANYA MACHINE TOOLS

RAICHUR

Name of the Employee	Designation	Basic Salary	DA 54%	HRA 22%	CCA 15%	ESI 5%	PF 12%	GROSS SALARY	DEDUCTION	NET SALARY
Raghavendra	Manager	30,000								
Ravindra	Asst. Manager	29,000								
Manjunath	Technician	26,000								
Vinod	Operator	24,000								
Lakshman	Accountant	22,500								

1. Enter the given details. 10
2. Calculate: DA, HRA, CCA, ESI, PF as per the percentage given above & Also calculate GROSS SALARY, DEDUCTION, NET SALARY 8
3. Increase Row Height: 30 1
4. Insert a Column before "Name of the Employee" with column name "Sl.No." and add Serial Number 1
5. Center align the Heading with Font Face: "Century", Font size: 18 2
6. Apply borders and format your table 2
7. Protect the sheet with password 1221 1

Q. No. 3.

25

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

## Fleshy Fruits

- Its pericarp and accessory parts develop into succulent tissues.
- One or more layers of the pericarp become soft during ripening and fleshy at maturity.

**Slide 2 :**

## Berries

Have one to many seeds and a pericarp that becomes soft and often sweet and slimy as it matures.

Examples: Grapes, blueberries, bananas, guavas.

**Slide 3 :**

## Hesperidia

Have leathery pericarp that produces fragrant oils and soft segmented pulp. Examples: All citrus fruits.

Pomes

Its bulk is formed from a swollen receptacle. Example: Pears, apples.

**Slide 4 :**

## Pepos

Have thick or hard exocarp

Have a receptacle that partially or completely encloses the ovary

Examples: Pumpkins, cucumber, squashes, watermelons and cantaloupes.

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

Q. No. 4.

25

**Create a Company by name Guruprasad.**

5

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

- |  |   |
|--|---|
| 1. Guruprasad commenced business with cash Rs. 6,00,000  | 2 |
| 2. Paid Telephone Bill Rs. 8,900                         | 2 |
| 3. Purchased Machinery for cash Rs. 1,25,000             | 2 |
| 4. Sold goods to Vasanth for cash Rs. 58,000             | 2 |
| 5. Outstanding Rent Rs. 25,000                           | 2 |
| 6. Withdrew cash from Office for personal use Rs. 15,000 | 2 |
| 7. Bought goods from Pradeep on credit Rs. 80,000        | 2 |
| 8. Received Commission from Praveen Rs. 10,000           | 2 |
| 9. Goods Returned from Vasanth Rs. 12,000                | 2 |
| 10. Paid into Karur Vysya Bank Rs. 65,000.               | 2 |

