

ಸಂಖ್ಯೆ :

## ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರಿಷತ್ ಮಂಡಳಿ

2020 ರ ಫೆಬ್ರವರಿ / ಮಾರ್ಚ್ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು

ತಂಡ : **D**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್

ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ  
ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

ದಿನಾಂಕ : 28. 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.

12005

[ 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: "Times New Roman" and Font Size: 14. 10****SAY THE TRUTH BUT DON'T HURT ANYONE'S FEELINGS**

Jupiter, the chief of gods, was getting married. He decided to celebrate the event by hosting a reception. He invited all the animals living on land and in water to attend the banquet.

All the animals came to attend the feast but the tortoise didn't come. Jupiter was surprised at his absence.

After few days, Jupiter came across the tortoise and asked him, "Why didn't you attend the banquet held in honour of my marriage ? Were you all right ?"

The tortoise replied, "I am a stay-at-home type of an animal and never care to attend petty affairs. Why should I trouble myself when there is no place like home ?"

Though, the tortoise said something very true, but the way he said it was very hurting. Jupiter felt pinched and cursed the tortoise, "Now, you will always carry your home on your back and never be able to unload it."

Till today, every tortoise carries his home with him.

- Never be afraid to raise your voice for honesty and truth and compassion against injustice and lying and greed. If people all over the world would do this, it would change the earth."
- It takes strength and courage to admit the truth.

**Do the following:**

1. Format Heading with Font Face: "Cooper Black", Font Size: 24, Font Colour: "Green", Alignment: "Center". 2
2. Underline and highlight the last line "It takes strength ....." with Colour: "Yellow" 2
3. Strike out the sentence "If people all over ..... change the earth" 1

4. Insert any Banner Shape, Fill any light colour for the Banner and add text "Speak the truth" and position the Banner in the center of the page 2
5. Insert a Table with 2 Columns and 4 Rows with following information and the first row heading "Favourite" to be centered to 2 columns : 3

Favourite	
Colour	Enter your favourite colour
Sports	Enter your favourite sports
Subject	Enter your favourite subject

6. Justify the Paragraph and set the Line spacing: 2 2
7. Correct the spelling mistakes 1
8. Add comment for the Word "Tortoise" as "Slowest Animal" 1
9. Copy the last line "It takes strength ....." and paste it after the heading. 1

Q. No. 2.

**Prepare the following Student Table :**

25

**MANASA FIRST GRADE COLLEGE**  
HUBLI

Mark sheet of I Semester Commerce Group — I Assessment

Sl. No.	Name	Student ID	English	Kanada	FA	CA	QABD	IC
1	Lakshman	MFGC-01						
2	Manjunath	MFGC-02						
3	Praveen	MFGC-03						
4	Ranjitha	MFGC-04						
5	Apoorva	MFGC-05						
6	Chandana	MFGC-06						
7	Devika	MFGC-07						
8	Poojitha	MFGC-08						
9	Bhavya	MFGC-09						
10	Kavana	MFGC-10						

1. Enter the given details and allocate the Marks scored for 100 in each subject 12
2. Insert 4 columns after IC and name them as "Total", "Average", "Result", "Grade" and calculate them using formulas 6
3. Merge & Centre the heading and subheading to the table 2
4. Set the Page size: Letter and Orientation: Landscape 2
5. Sort by Name wise in Ascending order 1

6. Find the Minimum Marks Scored in FA	1
7. Apply Auto format	1
Q. No. 3.	25

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

## Fruit Structure

Pericarp is the ovary wall which surrounds the seed.

It has 3 regions :

- Exocarp
- Mesocarp
- Endocarp

**Slide 2 :**

## Parts of the Pericarp

- Exocarp: outer part, skin of the fruit
- Mesocarp: middle part, flesh of the fruit
- Endocarp: inner part, encloses the seed.

**Slide 3 :**

## Classification of Fruits

Simple Fruits: Developed from one single ovary. Examples-Fleshy Fruits

Aggregate Fruits: From one flower to many tiny fruits. Example: Blackberries

**Slide 4 :**

Multiple Fruits: From many different flowers or cluster of flowers develop closely to form a bigger fruit.

Examples: Pineapples, mulberries, figs, bread fruits etc.

**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 Mr Shiva.**

5

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

1. Mr. Shiva commenced business with Cash Rs. 3,00,000	2
2. Purchased Motor vehicle Rs. 62,000	2
3. Paid Postage Rs. 520	2
4. Deposited into Corporation Bank Rs. 45,000	2
5. Purchased goods from Raj Appliances Rs. 28,000	2
6. Interest received Rs. 5,000	2
7. Withdrew cash from Corporation Bank Rs. 8,500 for petty cash	2
8. Depreciation on Motor vehicle at 7%	2
9. Sold goods to Mitra for credit Rs. 8,500	2

10. Outstanding Repairs Rs. 2,800

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