

ಸಂಖ್ಯೆ :

**ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರೀಕ್ಷಾ ಮಂಡಳಿ**  
**2019ರ ಜನವರಿ / ಫೆಬ್ರವರಿ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು**

ತಂಡ : **E**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

**ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್**  
**ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ**  
**ಪ್ರಶ್ನೆಪತ್ರಿಕೆ**

ದಿನಾಂಕ : 12. 02. 2019 ]

[ ಗರಿಷ್ಠ ಅಂಕಗಳು : 100

ಸಮಯ : ಮಧ್ಯಾಹ್ನ 1-00 ರಿಂದ 3-00 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.

**Computer Examinations, January/February-2019**  
**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 Letter in 1.5 line spacing with Font Face: "Arial" and Font Size: 14.**

Telegrams: "BUILD"

Telephone: 32264111

HRITHVIK BUILDERS AND ARCHITECTS

Sangam Complex,

Belgaum,

2nd May 2018.

No. 25/SBA/05

To

Dear Sirs,

Subject: Design for New office premises.

We have pleasure in informing you that a model of your proposed office premises is prepared and kept in our office. We request you kindly to visit our premises on convenient date to view our creative work. As you are aware, we are the leading architects and builders in the city. This increases our confidence in the job that you have entrusted to us.

While preparing the model, we have precisely given importance to front elevation, the height and the space. The front elevation is designed by our experienced architects. The elevation is best suited to the building because it is along a very wide road and also your building will be the most attractive in that area. As regards the accommodation we would like to impress upon you that the floor area has been used to suit the modern day needs and other standards. The furniture proposed will be ample for having a computer and telephone. While the staff partitions are enclosed with wooden colour material and glass panel.

We hope that the above arrangement would satisfy your needs. In the meantime, we await your early inspection.

Yours faithfully,

For HRITHVIK BUILDERS AND ARCHITECTS,

Chief architect.

**Do the following:**

1. Type the given letter. 10
2. Format Heading with Font Face: "Cooper Black", Font Size: 22, Font Colour: "Red", Alignment : "Centre". 2
3. Right align the From address, date line and complementary closing properly. 2
4. Correct all spelling errors and set Page size as A4. 2
5. Apply a simple border for the page and Page colour: Light Green. 2
6. Add Water Mark with text "HRITHVIK" and with Horizontal Layout. 2
7. Mail merge the letter for the following addresses : 5
  - Select the Field Names [ Company Name, Address Line1, City ]
  - a. Messrs. Vishwa Software Solutions, Pune Road, Belgaum
  - b. Messrs. Somesh Enterprises, B. H. Road, Dasarahalli
  - c. Messrs. Kailesh Pvt. Ltd., Kanakapura Road, Bangalore.

Q. No. 2.

**Prepare the following Table in Excel:**

25

SANKALP ASSOCIATES  
VIJAYANAGARA

Sl. No.	Name of the Employee	Employee ID	Basic Salary	DA 46%	HRA 29%	CCA 12%	ESI 7.9%	PF 11%	GROSS SALARY	NET SALARY
1	Vasavi	STR202	17100							
2	Jyothi	STR204	11900							
3	Hrithwik	STR205	11100							
4	Rathnesh	STR203	16800							
5	Ramesh	STR201	18000							
6	Kalpana	STR2011	13100							
7	Somanath	STR2021	11400							
8	Rakesh	STR2012	12100							
9	Balaji	STR2015	17300							
10	Pavan	STR2017	18320							

1. Enter the given details. 10
2. Increase row height to 25. 1
3. Insert a column before Net salary with title "Deduction". 1
4. Calculate: DA, HRA, CCA, ESI, PF as per the percentage given above & also calculate GROSS SALARY, DEDUCTION, NET SALARY 8
5. Sort the records in ascending order of Employee ID. 1
6. Centre align the Heading with Font Face: "Impact" and Font size: 18 2
7. Apply borders and format your table. 2

Q. No. 3.

25

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

**Slide 1 :**

RIVER NARMADA

Narmada River is the sixth longest river in Indian Subcontinent, having a length of 1312 kms and runs from east to west along with Tapti and Mahi rivers.

**Slide 2 :**

The source of the Narmada is a small tank called Narmada Kund located on the Amarkantak hill, in the Anuppur District of eastern Madhya Pradesh.

**Slide 3 :**

Narmada River has a huge water resource potential from agriculture and economy of the region and considered as holy river by the Hindus.

**Slide 4 :**

Kanha, one of the best National Parks of Asia is located in the upper reaches of Narmada, consists of several wild animals including Tiger.

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

Q. No. 4.

25

**Create a Company by name Aneesh.**

5

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

- |                                                                      |   |
|----------------------------------------------------------------------|---|
| 1. Aneesh started business with cash Rs. 3,50,000.                   | 2 |
| 2. Sold goods to Monisha Rs. 12,000.                                 | 2 |
| 3. Deposited into State Bank of Mysore Rs. 11,000.                   | 2 |
| 4. Paid DA Rs. 6,000.                                                | 2 |
| 5. Outstanding Repairs Rs. 4,850.                                    | 2 |
| 6. Withdrew cash for personal use Rs. 11,000.                        | 2 |
| 7. Bought goods from Veera Rs. 36,000 on credit.                     | 2 |
| 8. Received Commission Rs. 18,000.                                   | 2 |
| 9. Withdrew cash from State Bank of Mysore Rs. 4,500 for petty cash. | 2 |
| 10. Paid salary Rs. 18,750 by cheque.                                | 2 |