

ಸಂಖ್ಯೆ :

## ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರೀಕ್ಷಾ ಮಂಡಳಿ

2020 ರ ಫೆಬ್ರವರಿ / ಮಾರ್ಚ್ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು

ತಂಡ : **F**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್

ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ  
ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

ದಿನಾಂಕ : 29. 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.

12007

[ 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: "Cambria" and Font size: 14. 10****UNITED WE STAND; DIVIDED WE FALL**

Once upon a time three sons were engaged in mercantile business under the supervision of their father. They were very rich. Each son was proficient in his own department.

If one was good in sales, the other one was competent in purchases and similarly the third one in finance.

Unluckily, one day the father got bed ridden and the sons decided to divide the business under the fallacy that each of them were experts in their own way and can handle their individual business solely.

The father was glum and grumpy with their decision but was helpless and unfortunately the separation took place.

As a result three of them became each other's competitors. With the passage of time, they started having huge losses in their respective businesses. They tried all possible ways to succeed but the situation became worse.

Then they came to their father for a piece of advice. The father said "When you all were doing the business jointly, the business ran successfully. But it was not any one of you responsible for the success of the business rather traits of all three of you put together made the business successful".

The sons realized their mistake & got reunited. So we conclude that disunity always ruins.

**Do the following:**

1. Format Heading with Font Face: "Algerian", Font Size: 24, Font Colour: "Pink", Alignment: "Centre". 2
2. Insert Today's (Current) Date and Time after heading line and Align it on the "Right" side 2
3. Find the text 'Father' and replace with "Dad" at all occurrences 2
4. Set Line Spacing: 2 and justify the paragraphs 1
5. Add Bullets or numbering for the paragraphs 1

6. Copy the last line text "Disunity always Ruins" and paste it after the date Time line 1
  7. Apply Page Colour: "Light Pink" and add a simple Page border 2
  8. Insert a Word Art with Text "Disunity always ruins" 1
  9. Insert any Image from Clipart and apply Wrap "Tight" 2
  10. Correct the Spelling and Grammatical mistakes. 1
- Q. No. 2. 25

**Prepare the following Table in Excel:**

INVOICE  
SURAJ ENTERPRISES  
No. 520, KK Enclave, Mumbai Road, Pune

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
3	LG LED TV	16000	
4	Videocon Washing Machine	13000	
5	Sony Music systems	2500	
8	Whirlpool Frost Free Refrigerators	22000	
10	Crompton fans	950	
8	Pigeon Pressure Cooker	3200	
6	Bajaj Geysers	5400	
	Total		
	Discount 25%		
	Tax @ 18%		
	Grand Total		

1. Enter the details with Font Face: Times New Roman and Font size :12 12
2. Insert **Invoice Date** using function 1
3. Copy the "**Bill To**" address for "**Ship To**" address also 1
4. Calculate the Amount to be paid for the each item 1
5. Delete the row "Discount 25%" 1
6. Calculate Total, Tax to be paid and Grand total 3
7. Replace the word "systems" with "players" 1
8. Rename Sheet as "INVOICE" 1
9. Apply borders and auto format your table 3

10. Protect the Sheet with Password 2233 1

Q. No. 3. 25

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

**Slide 1 :**

#### HEALTH BENEFITS OF APPLES

Apples are very rich in Vitamins, Minerals, Nutrients and Organic Compounds  
The important nutritional elements include

- Vitamin C
- Vitamin K
- Vitamin B6

**Slide 2 :**

#### Nutritional values of Apples

Apples contain minerals like

- Potassium
- Copper, manganese
- Magnesium

The real value of apples lies in its organic compounds.

**Slide 3 :**

#### Managing Diabetes

The polyphenols in apples reduce the uptake of carbohydrates by the body by reducing the fluctuation of blood sugar level that occurs in the blood stream

**Slide 4 :**

#### Digestive Health

- Apples help to improve the functioning of the bacteria living inside of our large intestine
- Apples maximize the nutrient uptake and eliminate harmful bacteria and toxins

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

Q. No. 4. 25

**Create a Company by name Sandeep. 5**

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

1. Sandeep commenced business with cash Rs. 4,50,000 2
2. Paid Medical expense Rs. 5,800 to Vishnu, Account Department, Bangalore (Hint: use cost category and cost centres) 4
3. Sold goods to Sanjith Rs. 14,000 2
4. Bought Machinery from Vikas Enterprise Rs. 46,000 2
5. Deposited into Karnataka Bank Rs. 35,000 2
6. Paid for Machinery Rs. 20,000 to Vikas Enterprise by cheque 2
7. Received commission from Naveen Rs. 4,500 2
8. Cash withdrawn from Karnataka Bank Rs. 8,500 for petty cash 2

9. Depreciation on Machinery at 12%.

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