

ಸಂಖ್ಯೆ :

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

ತಂಡ : **F**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್
ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ
ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

ದಿನಾಂಕ : 12. 02. 2019]

[ಗರಿಷ್ಠ ಅಂಕಗಳು : 100

ಸಮಯ : ಮಧ್ಯಾಹ್ನ 3-30 ರಿಂದ ಸಂಜೆ 5-30 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.

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 passage with Font Face: "Calibri and Font size: 14.**DATABASE**

Formally, a "database" refers to a set of related data and the way it is organized. Access to this data is usually provided by a "database management system" (DBMS) consisting of an integrated set of computer software that allows users to interact with one or more databases and provides access to all of the data contained in the database (although restrictions may exist that limit access to particular data). The DBMS provides various functions that allow entry, storage and retrieval of large quantities of information and provides ways to manage how that information is organized.

Because of the close relationship between them, the term "database" is often used casually to refer to both a database and the DBMS used to manipulate it.

Existing DBMSs provide various functions that allow management of a database and its data which can be classified into four main functional groups :

1. Data definition — Creation, modification and removal of definitions that define the organization of the data.
2. Update — Insertion, modification and deletion of the actual data.
3. Retrieval — Providing information in a form directly usable or for further processing by other applications.
4. Administration — Registering and monitoring users, enforcing data security, monitoring performance, maintaining data integrity, dealing with concurrency control, and recovering information that has been corrupted.

Do the following:

1. Type the passage as given. 10
2. Format Heading with Font Face: "Arial Black", Font Size: 36, Font Colour: "Orange", Alignment: "Centre". 2
3. Italicize and underline the points heading "Data Definition, Update, Retrieval, Administration". 2
4. Highlight all appearance of DBMS with "Green" colour. 1
5. Create a 2 column text leaving heading and add line between each column. 2
6. Copy the sentence "The DBMS provides is organized" to the end of the document. 1
7. Justify the paragraphs and set Line spacing: 1.5 pt. 1
8. Apply any Art Border with width 20 for the page and apply Page colour: Light Pink. 2
9. Insert WordArt with Text "Database" at the end of the document. 1
10. Strike out the last point and insert a Banner shape with text "DBMS". 2
11. Correct the spelling and grammatical mistakes in your document. 1

Q. No. 2.

25

Prepare the following Table in Excel:

INVOICE
SANDHYA MOBILES
No. 120, Kundha Street, Bengaum

BILL TO
The Proprietor
Vasantha Electronics
University Road
BELGAUM

SHIP TO

INVOICE NO: 950

INVOICE DATE:

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
NOKIA 7.1 PLUS	23	16000	
OPPO F9	14	23000	
REDMI NOTE 5	15	12500	
REDMI 6A	18	6000	
COOLPAD GOLD NOTE 6	10	19950	
IPHONE XS	8	93200	
MOTO G6	16	15400	
VIVO V11 PRO	12	26500	
SAMSUNG A7 2018	32	26800	
HONOR 7X	28	12999	
Total			
Discount 25%			
Tax @ 18%			
Grand Total			

1. Enter the details with Font Face: Times New Roman and Font size: 12. 10
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 each item. 1
5. Insert a row before Vivo V11 Pro and enter the following details :
[Vivo V9, 10, 18000] 1
6. Delete the row "Discount 25%". 1
7. Calculate Total, Tax to be paid and Grand total. 3
8. Replace the word "Description" with "Category". 1
9. Rename Sheet as "INVOICE" and Sheet Tab Colour: Purple. 2
10. Apply borders and Auto format your table. 3
11. Protect the Sheet with Password 2231. 1

Q. No. 3.

25

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

BIOLOGICAL FARMING

Principle of Care

Organic Agriculture should be managed in a precautionary and responsible manner to protect the health and well-being of current and future generations and the environment.

Slide 2 :

Organic agriculture is a living and dynamic system that responds to internal and external demands and conditions.

Slide 3 :

This principle states that precaution and responsibility are the key concerns in management, development and technology choices in organic agriculture.

Slide 4 :

Management of weeds and pests by better management practices, physical and cultural means and by biological system.

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

Q. No. 4.

25

Create a Company by name Varsha.

5

Create the necessary Ledgers and journalize the following transactions:

- | | |
|--|---|
| 1. Varsha commenced business with cash Rs. 12,00,000. | 2 |
| 2. Deposited into SBI Bank Rs. 1,25,000. | 2 |
| 3. Paid Medical Expense Rs. 8,350 to Mr. Naresh, R & D Department, Shimoga Branch. | 4 |
| 4. Purchased Computer Rs. 45,000 from Raj Computers. | 2 |
| 5. Paid Salary to Staff Rs. 15,000. | 2 |
| 6. Interest Received from Praveen Rs. 6,000. | 2 |
| 7. Sold goods to Vishal for credit Rs. 19,200. | 2 |
| 8. Fund Transfer from SBI Bank to Canara Bank Rs. 20,000. | 2 |
| 9. Depreciation on Computer at 5%. | 2 |